

ANGLO EUROPEAN SCHOOL



ADMISSIONS POLICY 2025-2026

Approved by:	Full Governing Body
Date:	13 th December 2023
Review:	Annually
Statutory	



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“A DISTINCTIVE SCHOOL”



YEAR 7 APPLICATIONS

The school's number intended to admit in Year 7 is 232. All applications for entry to Year 7 must be made in accordance with the co-ordinated scheme operated by the child's home Local Authority by 31st October. For children resident in Essex this is detailed in the "Secondary Education in Essex" Booklet. In addition, the school's Supplementary Information Form, which can be found on our website under 'Admissions', should be completed for applicants applying under criteria 4 (International) and returned to the school by the November deadline on the form. Supplementary information forms submitted under criteria 4 without verification, or received after the November deadline, will be ranked as criteria 5 (Other Application). If confirmation of receipt is required, a stamped addressed envelope must be provided. Applicants who currently do not live in England should make their application to Essex Local Education Authority.

MID-YEAR APPLICATIONS

The school's mid-year Supplementary Information Form should be completed and returned to the school. The school may refuse mid-year admissions from applicants who have a history of challenging behaviour as defined in the Fair Access Protocol for in-year admissions to secondary schools in Essex.

APPLYING THE ADMISSIONS CRITERIA:

Applications are considered strictly in order using the criteria 1 to 5 as detailed below.

1. Looked After and Previously Looked After Children

A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

2. Locals

The Parish boundaries of Ingatestone, Mountnessing and Margaretting are strictly applied to identify the local area and steps are taken to ensure that the child is permanently resident within the area. This seeks to prevent use of temporary addresses, or the addresses of relatives used purely for securing attendance at the school. (Map available on request). Children attending Ingatestone and Fryerning Junior School, Margaretting and Roxwell Primary Schools (part of the Life Education Trust) and Mountnessing Primary School and on roll for Year 6, are included in this category.

3. Siblings

A child can be included in this category if they have a brother or sister attending the school at the time of their own application and where there is a reasonable expectation that the older sibling will still be in attendance at the time that the younger child is admitted. The definition of a sibling is a child who has a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family household and address. Biological and adopted siblings will be treated as siblings irrespective of place of residence. Children of staff can be included in this category where the member of staff has been employed at Anglo European School for two or more years at the time at which the application for admission to the school is made, and/or is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**Young people who are
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Open-minded, Kind, Courageous, Healthy, Reflective, Creative, Enterprising**



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4. International

If places remain after Criteria 1-3 have been allocated, they will be offered to the applicants who achieve the highest scores in Criteria 4. The International category is for children who demonstrate that they have benefited from a strong and positive influence of a language and/or culture other than English. This will include a significant period of permanent residence outside the U.K. or a direct, substantial and sustained experience of a language and culture other than English. Applicants will be ranked according to the points system on the Supplementary Information Form (SIF): completion of this form enables applicants to provide the necessary information for an objective decision to be made.

In keeping with our internationalist ethos, our definition of culture is a community or country's shared traditions, values and attitudes, where English is not the dominant language of that community or culture. Our definition of a cultural experience is an experience that involves the child actively participating in such traditions and immersing themselves in such values and attitudes. The child's interests, hobbies or membership of societies are not relevant.

If there is a tie, the place will be allocated on the basis of random allocation to ensure that the school maintains its regional nature in keeping with the original vision of the school.

5. Other Application

Any other applications.

Children who have an Educational Health and Care Plan (or Statement of Special Educational Needs) have a statutory right to nominate their school of choice. Anglo European School will consider these applications in the light of the provision we can offer and in line with the statutory duty laid down in relevant law.

VERIFICATION OF EVIDENCE

It is vital that verification is provided for criteria 4 (International). If a successful applicant is subsequently found to have submitted false verification, the Governors will reserve the right to ask the child to leave the school. Other evidence of achievement (including achievement relating to English and other languages), academic reports or letters from Headteachers referring to ability cannot be considered as part of the application process.

SIXTH FORM APPLICATIONS

The school has a Sixth Form capacity of approximately 300 students. The number the school intends to admit externally into Lower Sixth each year, in addition to our internal candidates, is approximately 50 students. Students who apply for a place in the Lower Sixth, but are of Upper Sixth age, must apply for either the A Level or IBDP routes only. Students must meet the matriculation requirements for these routes and final decisions are at the discretion of the Headteacher. Admissions into the International Sixth Form at the Anglo European School are made by completing the on-line application form on the school website between 27th September and 15th December. Admission requires the meeting of our matriculation requirements, details of which are on the website, alongside evidence of engagement with internationalism and potential for success in the courses chosen across the four different routes offered. Students apply to our Sixth Form with the intention to complete four courses, or six if the IBDP route is chosen. Although the study of a language

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course is not compulsory, it is strongly advised. Students with overseas qualifications are welcome and assessed individually.

Where the Sixth Form is oversubscribed, the following criteria will be applied:

- a looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).
- students who have attended the Anglo European School in Year 11
- students who have a sibling in the school who can reasonably be expected to be attending the school at the time the applicant takes up their place. Children of staff at the school can be included in this category where the member of staff has been employed at Anglo European School for two or more years at the time at which the application for admission to the school is made, and/or is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- students from overseas (including those with refugee status) who are relocating to the UK and who are intending to study the International Baccalaureate Diploma (IBDP) or the IB Career-Related Programme (IBCP)
- students educated elsewhere in the UK and who wish to study the IBDP or the IBCP
- students who have previously applied for the school for entry into Years 7-11 but were unsuccessful and who live in the published catchment area
- students from other schools in the UK or from overseas who are intending to study A Levels or other courses subject to the published matriculation requirements

WAITING LISTS AND APPEALS

In addition to their right of appeal, unsuccessful candidates for Year 7 will be placed on a waiting list for a minimum of one term. After that, parents wishing to remain on the waiting list must write to the Headteacher. Mid-year and sixth form applications will also, in addition to their right of appeal, be held on a waiting list for that academic year. If parents wish for their child to join or to remain on the waiting list for the following year after that date, they need to contact the school in writing. Waiting lists will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Information of the appeal process can be found in the admissions area of our website.

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SUPPLEMENTARY INFORMATION FORM 2025

It is essential that you complete the application form provided by your home Local Education Authority stating the order of preference you have for schools for your child. Applications must be made in accordance with the co-ordinated scheme operated by the child’s home LA and returned to your LA by 31st October 2024. For children resident in Essex this is detailed in the Secondary Education in Essex Booklet. **FOR THOSE APPLYING UNDER CRITERIA 4, THE SUPPLEMENTARY INFORMATION FORM SHOULD BE COMPLETED AND RETURNED TO THE SCHOOL BY 11TH NOVEMBER 2024.** Supplementary information forms submitted under criteria 4 without verification, or received after 11th November 2024, will be ranked as Criteria 5. If you would like confirmation of receipt, please send a stamped addressed envelope. Applicants who currently do not live in England should contact Essex LEA (Tel. 00 44 845 603 2200) to make their applications but should still complete this form and **RETURN IT TO THE SCHOOL.** Parents are encouraged to contact the school in the first instance if they would like to clarify these criteria by telephoning 01277 354018 or email Admissions@aessesex.co.uk. Students have been admitted from each of these criteria in previous years.

Surname of child

(A separate form is required for each child)

Forename(s) of child

Date of birth and gender

DoB:	Male/Female
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Name of parent(s) making application

1. Looked after and previously looked after children

Yes/No	If yes, please provide name of LA:
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2. Home address

Telephone: day

evening

mobile

e-mail

Name of current school

3. Sibling

Does this child have a brother or sister presently attending our school?

Yes/No	If Yes please complete:
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Name

Current tutor group

Children of staff at the school

Name of member of staff:

When completed, this form should be returned to:

Anglo European School, Willow Green, Ingatestone, Essex CM4 0DJ

4. International

If places remain after Criteria 1-3 have been allocated, they will be offered to the applicants who achieve the highest point score under Criteria 4. If there is a tie, the place will be allocated on the basis of random allocation to ensure that the school maintains its regional nature in keeping with the vision of the school. Please circle the score that applies to your child.

		Please circle score
4.1 Prior residence of child	Has resided abroad for six consecutive months within the last year and re-located to the UK within the last year.	4
	Has resided abroad for six consecutive months within the last three years.	3
	Has resided abroad for six consecutive months within the last six years.	2
	Has resided abroad for six consecutive months within the last ten years.	1
	None of the above.	0
4.2 Communication skills of child	Has experience of communicating in a language other than English on a daily basis.	4
	Has experience of communication in a language other than English on a weekly basis.	3
	Has experience of communicating in a language other than English on a monthly basis.	2
	Has experience of communicating in a language other than English less frequently than above.	1
	None of the above.	0
4.3 Cultural experience of child Please refer to the document: 'Guidance on the Admissions Criteria'	Is experiencing, and actively engaged in, cultural activities on a daily basis.	4
	Is experiencing, and actively engaged in, cultural activities on a weekly basis.	3
	Is experiencing, and actively engaged in, cultural activities on a monthly basis.	2
	Is experiencing, and actively engaged in, cultural activities on an occasional basis.	1
	None of the above.	0
	Total Score:	

Criteria	Evidence
Criteria 1: Looked after and Previously Looked After Children	A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).
Criteria 2: Local	Children permanently residing in the priority admission area of the Parishes of Ingatestone, Mountnessing and Margaretting will be asked to provide evidence at a later date. Or: Children attending Ingatestone and Fryerning Junior School, Margaretting and Roxwell Primary Schools (part of the Life Education Trust) or Mountnessing Primary School and on roll for Year 6.
Criteria 3: Sibling	Children with a brother or sister attending the school at the time of their application and where there is a reasonable expectation that the older sibling will still be in attendance at the time that the younger child is admitted.
Children of staff at Anglo European School	a) Where the member of staff has been employed at the school for two or more years at the time at which the application 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.
Criteria 4: International Please insert School Stamp:	Verification is essential for Criteria 4 and will be accepted from your Primary School Headteacher, together with the school stamp. They may be contacted at a future date to confirm their verification of the applicant. Please confirm the point score you are verifying on page 2..... Verified by Signature: Position held Address Tel No Date
Criteria 5: Other applications	

PLEASE DO NOT INCLUDE ANY OTHER INFORMATION. The Anglo European School is an all ability comprehensive School. Certificates of achievement (including achievement relating to English and other languages), academic reports or letters from Headteachers referring to ability cannot be considered. If a successful applicant is subsequently found to have submitted false evidence or verification, the Governors will reserve the right to ask the child to leave the school.

The information provided is accurate and I recognise that the admissions panel may look for proofs of statements made by me.

Signed (Parent) **Date**



Anglo European School
Willow Green, Ingatestone, Essex CM4 0DJ
01277 354018
Website: www.aesessex.co.uk
Email: Admissions@aessex.co.uk

Anglo European School complies with information legislation. For the full details on how we use your personal information please see our Privacy Notice on our website: <https://www.aesessex.co.uk/privacy-notice/> or call 01277 354018 if you are unable to access the internet.