

Academies Enterprise Trust (AET) is the Admission Authority for the Academy.

New Rickstones Academy has a Published Admission Number (PAN) of 240 for entry into Year 7. The Academy will accordingly admit 240 pupils to Year 7 if sufficient applications are received. All applicants will be admitted if 240 or fewer apply.

All applications must be made in accordance with the co-ordinated admission scheme operated by the child's home Local Authority. For children resident in Essex this is published by Essex County Council in the Secondary Education in Essex booklet.

If there are more than 240 applications, and the Academy is oversubscribed, then after applicants with an Education, Health and Care (EHC) plan which names the Academy have been admitted, priority for any remaining places will be given to those children who meet the oversubscription criteria set out in the priority order below.

### **Oversubscription Criteria**

1. Looked after children and previously looked after children\*.
2. Children with exceptional medical or social needs.
3. Children with a sibling (brother or sister) who will still be on roll at the Academy at the time of admission.
4. Children attending one of the following partner primary schools:  
Elm Hall Primary School, Powers Hall Academy, Rivenhall Primary School, Templars Academy, Silver End Academy, Chipping Hill Primary and Kelvedon St. Mary's Academy.
5. Children eligible for the Pupil Premium\*.
6. Children of staff at the Academy where the member of staff has been:
  - employed for two or more years at the time of application; and/or
  - recruited to fill a vacancy for which there is a demonstrable skill shortage.
7. Distance - children resident closest to the Academy.

*\*To determine items 1 and 5 above, please complete the Supplementary Information Form and return it directly to New Rickstones Academy. Please also see definitions below.*

Tie breaker: Where two or more applicants have equal priority for the last available place (except for twins and children from multiple births), the final tie-breaker will be random allocation which will be independently verified. N.B. Should the PAN be reached in any criterion before the final oversubscription criterion, then distance will be used to prioritise applicants, with those resident closest to the school receiving the higher priority.

### **Twins and Multiple Births**

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place has been allocated to one twin or child from a multiple birth, the other twin or children from the multiple birth will be offered a place at the Academy. In such circumstances the PAN would be exceeded.

### **Waiting list**

If the Academy receives more applications than there are places available, a waiting list will be maintained by the Academy until the last school day of the summer term. Places from the waiting list will be offered in the order set out in the oversubscription criteria and not in the order that the applications were received. After each added child, the list will be ranked again in line with the published oversubscription criteria.

The Academy works in accordance with the **Fair Access Protocol** held by the Local Authority (Essex County Council); should a vulnerable child within the protocol require a place at the Academy, they will take precedence over any child on the waiting list.

### **Late applications**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. Please refer to the Secondary Education in Essex Booklet available online. You are encouraged to ensure that your application is received on time.

### **In-Year Admissions**

In-year admissions are applications made outside the normal round of admissions. The Academy will coordinate its own in-year admissions and an application for in-year admission should be made directly to the Academy. On receipt of an in-year application, the Academy will notify the Local Authority of the application and its outcome, to allow the Local Authority to keep up to date with figures on the availability of school places within the authority.

### **Admission outside the normal age group**

Parents may seek a place for their child outside of their normal (chronological) age group, for example, if the child is exceptionally gifted and talented or has experienced problems such as ill health.

Parents do not have the right to insist that their child is admitted to a particular year group. The Academy will admit children outside their normal age group only in exceptional circumstances. If parents wish their child to be admitted outside their normal age group they must still make their application alongside children applying at the normal age and must make their request for admission outside the normal age group clear on their Application Form to the Local Authority for a school place. At the same time, parents should also write to the Principal at the address below to *request* admission out of the normal age group. Parents 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. The decision made by AET will be based on the individual circumstances of each case and in the best interests of the child concerned. In making the decision, AET will consider the views of the Principal.

The Academy can be contacted at the following address:

The Principal  
New Rickstones Academy  
Conrad Road,  
Witham,  
Essex CM8 2SD

## **Appeals**

Parents have a right to appeal the decision of the admission authority, AET, to refuse their child a place at the Academy. Parents who wish to appeal the decision of the admission authority to refuse their child a place at the Academy may apply in writing to the Clerk to the Independent Appeal Panel at the address below. Appeals will be heard by an independent panel. Parents have at least 20 school days from the date of their refusal letter to submit their written appeal and should explain clearly the reason(s) for their appeal. Appeals will be heard by an independent panel and will normally be held within 40 school days of the closing date for receiving the notice of appeal.

Appeal paperwork and guidance can be obtained from:

The Clerk to the Independent Appeal Panel  
The Statutory Appeals Office  
PO Box 11  
Chelmsford  
Essex CM1 1LX  
Tel: 01245 430447  
Email: [statutoryappeals@essex.gov.uk](mailto:statutoryappeals@essex.gov.uk) (for enquiries only)  
Website: [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions)

## **Some Definitions**

### **Looked after children**

The highest priority in the oversubscription criteria must be given to looked after children and previously looked after children. 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A **previously looked after child** is a child who was looked after, but ceased to be so because they were **adopted** or became subject to a **child arrangement order** (formerly known as a residence order) or a **special guardianship order** immediately following having been looked after, including those who appear to the Academy to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) and ceased to be in state care as a result of being adopted. The admission authority may request a copy of the adoption order, child arrangement order or special guardianship order and a

letter from the local authority/care provider that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

An **adoption order** is an order under Section 46 of the Adoption and Children Act 2002.

A **child arrangement order** settles the arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 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 arrangement order.

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

### **Exceptional Medical or Social Needs**

For an applicant to be considered under the exceptional medical or social needs criterion the parent must indicate strong reasons for the child needing to attend this particular Academy. Applications may be considered under this category if they are supported by a written statement from an independent professional person such as a doctor, health visitor, social worker, or Education Welfare Officer who knows about the child and supports their application to the Academy.

The information provided must show clearly why New Rickstones Academy is the only school that can meet the needs of the child and any difficulties if alternative schools were offered. The information must confirm the exceptional medical or social need and demonstrate how this particular academy is the only school that can meet the defined needs of the child. Evidence relating to the social or medical circumstances of the parent or other family member can be considered, but only if this impacts on the child and their need to attend this specific Academy. In addition to making it known on the Local Authority's Common Application Form when requesting priority for a place under this category, parents must also submit all relevant information, including professional evidence, directly to the Academy at the address above by the closing date for secondary applications.

### **Sibling (brother or sister)**

Sibling is a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent's/carer's partner living in the same family unit in the same family household and address who attends the Academy in any year group. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

### **Staff**

In the context of oversubscription criterion 6, children of staff refers to children with a parent employed at the Academy, and includes teachers, non-teaching staff, full time and part time employees.

## **Distance**

The distance measure between the applicant's home and the Academy is provided by the Local Authority. Distance will be measured by a straight line from the Ordnance Survey address point of the applicant's residence to the Ordnance Survey address point of the Academy, calculated by Essex County Council's Geographical Information System (GIS).

## **Resident**

The normal family home is taken as the address where the child is resident and at which the person or persons with parental responsibility for the child resides. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (e.g. Sunday night to Thursday night inclusive). Where responsibility for a child is shared evenly, the academy will follow the process used by the Local Authority (see [Essex- School Admissions](#)). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a Child Arrangement Order in place.

For children of UK service personnel and crown servants, the Academy will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area. The Academy will use the address at which the child will live when applying oversubscription criteria, as long as some evidence of their intended address is provided. The Academy will use a Unit or quartering address as the home address where requested.

## **Post-16 Admissions to New Rickstones Academy**

New Rickstones Academy will admit into Year 12 up to 75 students from other schools (external applicants) who meet the academic requirements for entry in the priority order of the oversubscription criteria. Internal candidates (those who were on roll at the Academy in Year 11) and who meet the academic requirements for entry are eligible to transfer to the sixth form.

Admission to the Sixth Form will be determined by the following criteria in the order set out below:

1. that the student has attained the specific academic requirements for entry to the courses, as published in the subject information booklet. It should be noted that, on occasion, teacher discretion will be used when allowing a student onto a course who has failed to meet the stated criteria. Each case is treated separately and the decision of the academy is final in this regard.
2. that there is a suitable course available with a vacancy; group size will normally be capped at 25 but may vary depending on the nature of the subject and availability of resources.

Should this limit be reached, the admission will be determined in accordance with the following additional criteria in the order set out below.

Applications will be considered first from those received by the published deadline. This date will be stated on the final application form.

If a subject is oversubscribed or the number of applications exceeds the capacity of the Sixth Form the following criteria will be used:

3. That criteria (1) and (2) have been met.
4. Looked-after children (children in public care) are first to be admitted.
5. Proximity of the child's home as the crow flies to the academy, with those living nearer being accorded the higher priority.

Should the admissions limit be exceeded in any previous criterion, then the distance criterion will be applied in that category.

With regard to the efficient use of resources, learning provision and capacity in the local area, the academy reserves the right to exceed its capacity of 75 external students where a particular high performing subject has places in the particular class/or subject area and when the individual student can demonstrate their aptitude/ability in this subject area.

Entry into Year 13 for external applicants will depend on the courses required, the availability of a place within that group and the student's results from any modules taken in Year 12. The use of mock examination data will be acceptable where no AS examination has been sat. Examination Board compatibility is also required. Students who have completed Year 12 at Witham Sixth Form can only enter Year 13 if they have fulfilled the appropriate course requirements.

Re-admission to the Sixth Form for those students who enrolled with alternative providers for September of their year of entry will be considered until the end of September. Each case will be treated on an individual basis and will depend initially upon capacity and the meeting of entrance criteria.

For further details of the academic requirements for entry please see the Post 16 prospectus, a copy of which is available from the Academy.

**These arrangements were determined on 9 February 2024.**

## SUPPLEMENTARY INFORMATION FORM 2025-26

The 2025-26 Admissions Arrangements for New Rickstones Academy can be found on our website at [www.newrickstonesacademy.org](http://www.newrickstonesacademy.org)

In addition to submitting the Common Application Form to the Local Authority, parents are required to complete this Supplementary Information Form if they wish their child's application to be considered for priority under either of the following oversubscription criteria:

### **1: Looked after and previously looked after children:**

A Looked After Child (LAC) or a Child who was Previously Looked After (PLAC) but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order immediately following having been looked after, including those who appear to the Academy to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) and ceased to be in state care as a result of being adopted. The admission authority may request a copy of the adoption order, child arrangement order or special guardianship order and a letter from the local authority/care provider that last looked after the child confirming that he or she was looked after immediately prior to that order being made. 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).

### **5: Children eligible for the Pupil Premium**

Children who are eligible for the pupil premium are those in receipt of free school meals by virtue of their household income at the agreed government threshold currently or have received free school meals by virtue of their household income at the agreed government threshold in the previous 6 years, for whom their primary school receives the pupil premium.

Please complete this form **only if** your child

- is looked after or has previously been looked after or
- is in receipt of Free School Meals by virtue of the household income or
- the primary school receives Pupil Premium for your child

Please circle clearly the correct answer

1. Is your child a Looked After Child (LAC) or a Previously Looked After Child (PLAC)?

**Yes**

**No**

2. Is your child currently entitled to Free School Meals by virtue of their household income?

**Yes**

**No**

3. Is your child eligible for the Pupil Premium (your child is receiving free school meals currently or has been in receipt of free school meals within the last 6 years)?

**Yes**

**No**

**Please also complete all the sections below:**

Child's surname: .....

Child's first name .....

Date of Birth: .....

Home address: .....

Post code: .....

Name of parent/carer: .....

Parent/carer contact number:

Name and address of current Primary School: .....

.....

Post code of current Primary School: .....

Tel No of current Primary School: .....

I give consent to New Rickstones Academy contacting my child's Primary School in order to verify receipt of Pupil Premium, Free School Meals, or LAC and PLAC status.

**Yes**

**No**

By submitting this form I understand that I am giving consent for New Rickstones Academy to hold this data until the end of December 2025 (end of Autumn Term - Year 7).

**Please submit this form directly to Mrs M Smalley at New Rickstones Academy.** If you change your mind and wish to withdraw consent at any time, please email [msmalley@newrickstonesacademy.org](mailto:msmalley@newrickstonesacademy.org) or telephone 01376 515756.

Deadline for submitting the form is **31 October 2024**.