



Staff Member Responsible:	JMI
Date Written/Issue Number:	January 2018/v6
Policy Review Date:	October 2022
Date of Consultation (if applicable):	14/12/2022 – 25/01/2023
Approved by Governors:	13/12/2022
Date of Next Review:	October 2023
Required on Website:	Yes

The Gilberd School

Admissions Policy 2024/2025

Revision Details	
November 2022	<ol style="list-style-type: none">1) Increase of Published Admission Number (PAN) from 300 to 3202) Addition of Service Pupil Premium (SPP) (up to a maximum of 5 places) under Priority A criterion3) Addition of the timeframe for notifying parents/carers of the outcome of any mid-year application4) Clarification of the legal duty to maintain waiting lists until 31st of December each year5) Addition of information pertaining to withdrawal of an offer

Procedure for Admission of Year 7 Students for September 2024

The age of admission is 11 years.

The school has a Published Admission Number of **320** for September 2024.

- A. Admission will be by application through the coordinated Secondary Admission Scheme, arranged by School Admissions, Essex County Council, County Hall, Market Road, Chelmsford CM1 1QH.
- B. The Governing Body of the school will apply the admission criteria to determine which students should be offered places.
- C. Parents/Carers will be notified of offers of places by School Admissions during the Spring term prior to the September admission.
- D. Parents/Carers wishing to appeal against the decision must do so by writing to the Clerk to the Independent Appeal Panel within 20 school days of the date on the letter notifying them that their application was unsuccessful.
- E. Applications for admission to Year 7 from the first week of the new academic year should follow the same procedure as a mid-year application.

Criteria for admission for all students

Where applications exceed the number of places available, the following criteria will apply in the order set out below, to decide which child to admit:

Children in Care* will be admitted over and above any other Priority A child listed in the criteria 1-4.

A separate admission process exists for children with Educational, Health and Care Plans (EHCP) and Statements of Special Educational Needs.

Priority A

A maximum of 288 places will be allocated in the following priority order:

1. Children of teaching and non-teaching staff**:
 - i. Who have been employees for two or more years at the time of the application for a school space.
 - ii. Where the member of staff is recruited to fill a vacancy for which there is a demonstrable skill shortage.

Parents applying under this criterion must inform the Admissions Officer at The Gilberd School in writing.

2. Where a student's sibling***, who lives within the same household, attends The Gilberd School in Year 7 to Year 10 at the date of application and is still expected to be on roll at the time of the proposed admission.
3. Student's eligible for Service Pupil Premium (SPP) living at a permanent home address (up to a maximum of 5 places). If more than 5 applications are received, places will be allocated on the basis of lots drawn****. If fewer than 5 applications are received, places will be reallocated to Priority A Criterion 4 (distance).

Applicants seeking admission under this criterion should complete a Supplementary Information Form (SIF) which is available from the Admissions Officer at The Gilberd School. The SIF must be received by the Admissions Officer by Thursday 21st September 2023.

4. The remaining places will be allocated on the basis of straight-line distance from the child's home address***** to the school, with those closest to the school being given the highest priority (regardless of the priority criteria under which they have applied*****). Distance will be measured using the Local Authority's Geographical Information System.

Priority B

A maximum of 32 places (or 10% of the total admissions intake) in each year group will be allocated on the following basis:

1. Children resident in the Colchester area***** at the time of application who are identified as having a proven aptitude in music as determined by the school's aptitude test. Applicants seeking admission under this criterion should complete a Supplementary Information Form (SIF) which is available from the Admissions Officer at The Gilberd School. The SIF must be received by the Admissions Officer by Thursday 21st September 2023.

Tests/auditions will then be scheduled and concluded so that parents can be notified of the outcome prior to 31st October 2023. Selective places will be allocated as follows:

- i. In the event of over-subscription within Priority B, priority will be given to applicants with the highest scores for aptitude as determined by the school's aptitude test. There is no specific pass mark.
- ii. In the event of a Priority B applicant not wishing to take up their place or being allocated a place via a Priority A criterion, this place will be reallocated to other Priority B applicants in rank order of aptitude score until the Priority B waiting list is exhausted.
- iii. In the event of Priority B places remaining unfilled after ii) above, they will be reallocated to Priority A applicants in line with Priority A criteria.

- iv. In the event that a student who is offered a place under Priority B has a sibling(s)*** in the same year group, the sibling(s) will be considered under Priority A, Criteria 2.

NB: Parents who apply for their child to sit the aptitude test are also required to make an application for the school using the Essex County Council Common Application Form. Parents can apply online; full details on how to apply are available on the website www.essex.gov.uk/admissions

Procedure for Mid-Year Applications

An application for admission for students already in secondary education will normally be refused if the intended year group has already reached the Published Admission Number. A refusal letter will be sent within 15 school days of receipt of the completed application.

All applications for a mid-year admission to all year groups should be submitted to the Admissions Officer, The Gilberd School, Brinkley Lane, Colchester CO4 9PU. Tel: 01206 842 211. The Gilberd School is its own admissions authority and does not participate in any Local Authority coordinated scheme for mid-year admissions.

Email: admissions@gilberd.com

A copy of the mid-year application form is available from the school or can be downloaded from The Gilberd School website: www.gilberd.com. The completed form should then be returned to the Admissions Officer at the school. Forms cannot be processed until all sections are complete.

Criteria for Mid-Year Admissions

In the event that a Priority A place becomes available, students will be admitted in accordance with the oversubscription criteria stated in Priority A above.

In the event that a Priority B place becomes available, students will be admitted in accordance with the oversubscription criteria stated in Priority B above.

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.

Waiting lists

A waiting list is held for Priority A and B students for all year groups which we are required to maintain until the 31st December of each year of admission. As new applicants apply to join the waiting list, it is re-ranked in line with the over subscription criteria. Parents/Carers are required to give written notice if they wish children to remain on the waiting list once a refusal letter is received.

Distance/Aptitude tie-breaker

In the unlikely event of two applicants with an identical distance, (Priority A), or identical aptitude (Priority B), competing for a single place at the school, the place will be offered to one applicant on the basis of lots drawn****.

Admission of children outside their normal age group

Parents/Carers may submit applications for children outside their normal age group. The school will make decisions on this based on the circumstances of each applicant and on the basis of what the school believes to be in the best interest of the child. Usually, applications for children outside of their normal age range will only be accepted when this arrangement has been in place previously (during Primary Education) and on the evidenced advice of medical professionals or Educational Psychologists. Where an application is refused, reasons for this refusal will be clearly set out and parents/carers have full rights of appeal. If however, a place is offered, but not in the applicant's preferred year group, then no right of appeal exists.

Withdrawal of an Offer

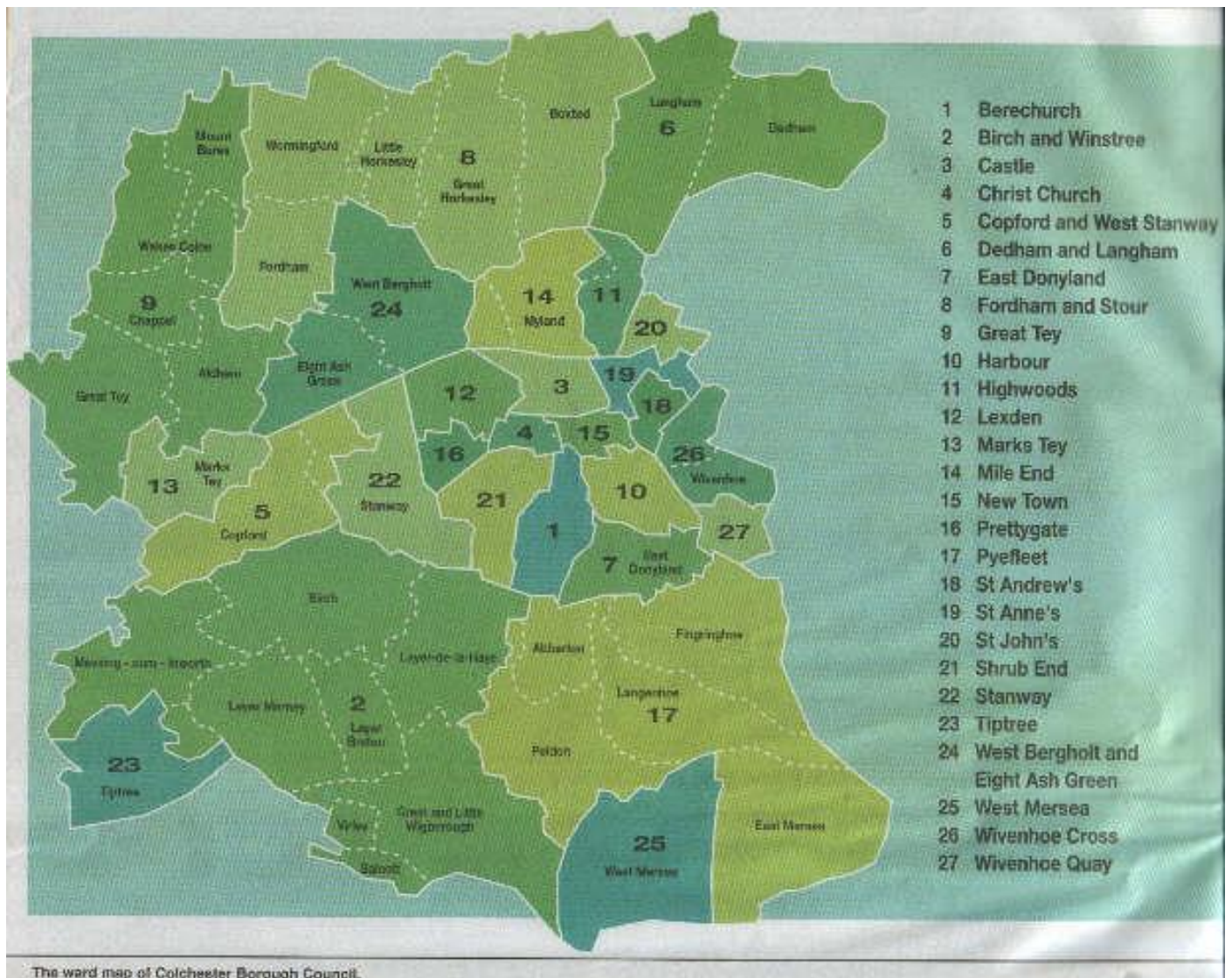
The school may decide to withdraw the offer of a place in any of the following circumstances:

- Where a parent has not responded to the offer of a place, even after chasing;
- Where fraudulent or intentionally misleading information is used as part of the application;
- where the offer has been made in error.

Notes

- * *'Children in Care' or a child who was previously looked after but immediately after being looked after became subject of an adoption, residence or special guardianship order. A child in care 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). This definition includes children who were previously in state care outside of England when adopted (but within the United Kingdom).*
- ** *This does not include staff who are employed by subcontractors (unless there are exceptional circumstances - for example, long-standing employees of contractors who continue to fulfil a vital role within the school that is a demonstrable recruitment/skills shortage area), agencies or those who do not have permanent contracts (unless this is expressly agreed in writing with the applicant in order to secure the appointment).*
- *** *A relevant sibling is a child who has a brother, sister, legally adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household and address who attends the preferred school in any year group excluding the final year. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. (Essex County Council LA definition).*
- **** *Lots will be drawn by a School Governor not involved in admissions (supervised by an independent scrutineer).*
- ***** *The home address is where the child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then the parents will be asked to determine which residential address should be used for the purpose of admission to the school. If no joint declaration is received where the residence is split equally by the closing dates of the applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.*
- ***** *Applicants who have made a supplementary application under Priority B will first be considered under Priority A. If an applicant is eligible for admission under Priority A they will be admitted under this criterion regardless of their Musical Aptitude test result. Musical aptitude places will then be offered to applicants who do not qualify for admission under any criteria of Priority A by ranked aptitude score.*
- ***** *Applicants from the Colchester Borough Area (See Colchester Borough map below).*

Colchester Borough Area





Supplementary Information Form (SIF) for those parents in the Colchester Borough Area (see map on Admissions Policy 2024-2025) applying for a place on behalf of their child under Criteria B (music aptitude) of the Admissions Policy 2024-2025.

This Supplementary Information Form is to be completed by parents/carers who wish their child to be considered for a place at the school based on an aptitude test in music. This form should be returned to The Gilberd School Admissions Officer, e-mail to admissions@gilberd.com by Thursday 21st September 2023. You must also complete a Common Application Form online at www.essex.gov.uk/admissions

You will be contacted after we receive this form to inform you of the time and date of the aptitude test. We will inform you of the results before the 31st October 2023 application deadline to allow you to prioritise your school choices.

Forename(s) of student:	
Surname of student:	
Date of Birth of student:	
Address:	

I confirm that I have applied on behalf of my child for a place in Year 7 in September 2024 at The Gilberd School through the co-ordinated Secondary Admission Scheme arranged by School Admissions, Essex County Council Learning Services, PO Box 4621, Chelmsford, CM1 1GS. Please note: the last date by which Essex County Council must receive your application is 31st October 2023.

I wish to apply for a place at The Gilberd School under Criteria B – music aptitude, and understand that the Admissions Officer of The Gilberd School will contact me to invite my child to the school to assess their aptitude in music.

I understand that I will be responsible for all travelling arrangements and any expenses incurred as a result of my child attending the aptitude test.

Signed: _____ (Parent/Carer) Date: _____

Please print your name: _____

Home Contact Number: _____ Mobile Number: _____

Email address: _____

Musical aptitude involves:

- A flair for music as demonstrated by practical performance and listening skills. Applicants may have had no formal training but would like to pursue the subject and have clear potential for doing so.

The Gilberd School Music Aptitude will assess the following:

- An aural (listening) test with multiple choice answers, followed by an improvisation workshop that will assess aptitude in rhythm, pitch, shaping of musical phrases and coordination.

Candidates will be rank ordered by aggregate scores of the aural test and workshop.

NB. Supplementary evidence cannot be considered as a part of the aptitude selection so please do not send us this.

All tests and aptitude workshops will be held at the school in October 2023 and students will be ranked according to their aggregated score in the criteria above. Applicants successful in gaining a place would be expected to pursue the subject through the curriculum and/or pursue instrumental and/or vocal lessons through the school in addition to participation in ensembles and other performances.



Supplementary Information Form (SIF) for those parents/carers applying for a place on behalf of their child under Criteria A (Service Pupil Premium) of the Admissions Policy 2024-2025.

This Supplementary Information Form is to be completed by parents/carers who wish their child to be considered for a place at the school based under Criteria A Service Pupil Premium (SPP). This form should be returned to The Gilbert School Admissions Officer, e-mail to admissions@gilberd.com by Thursday 21st September 2023 together with evidence of service in the regular armed forces*, full time commitment as part of the full time reserve or of the death of either of the child’s parents if this occurred whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.

**Held by all serving members of the Royal Navy & Royal Marines, British Army and Royal Air Force, and by members of the reserve forces.*

All applicants must also complete a Common Application Form online at www.essex.gov.uk/admissions

Forename(s) of student:			
Surname of student:			
Date of Birth of student:			
Permanent Address:			
Service (please circle or highlight):	Royal Navy	British Army	Royal Airforce
	Royal Naval Reserve	British Army Reserve	Royal Airforce Reserve

I confirm that I have applied on behalf of my child for a place in Year 7 in September 2024 at The Gilbert School under Criteria A Service Pupil Premium (SPP), through the co-ordinated Secondary Admission Scheme arranged by School Admissions, Essex County Council Learning Services, PO Box 4621, Chelmsford, CM1 1GS. Please note: the last date by which Essex County Council must receive your application is 31st October 2023.

Signed: _____ (Parent/Carer) Date: _____

Please print your name: _____

Home Contact Number: _____ Mobile Number: _____

Email address: _____