



## **Becket Keys Church of England School Admissions Policy (Year 7) September 2025**

### **Introduction**

Becket Keys Church of England School aims to deliver an outstanding Church of England education for young people aged 11-18. Information about the school can be found in the prospectus available from the school or from the school website at [www.becketkeys.org](http://www.becketkeys.org).

The admissions arrangements for the Year 7 intake are set out below. The arrangements for the Sixth Form are set out separately.

### **Published Admissions Number**

The school has an agreed Published Admissions Number of 150 and will admit up to this number each year into Year 7.

### **Admissions Authority**

The school is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (September 2021), the School Admissions Appeals Code and admissions law as they apply to academies.

### **Admissions for children with Education and Health Care Plans (EHCPs)**

The admission and review of students with an Education, Health and Care Plan ('EHCP') is dealt with by a completely separate procedure involving parents, schools, the Local Authority and a range of professionals. This procedure is integral to the making and maintaining of a compliant EHCP by the student's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs and Disability Code of Practice.

### **How to apply**

For applications to Year 7 in the normal admissions round, parents should apply online using the Essex County Council Education Portal or online to the relevant Local Authority for the area in which they live. A paper application form can also be provided by the home Local Authority. For those residents in Essex, details of the coordinated admissions scheme are published by Essex County Council in the "Secondary Education in Essex" booklet, available to download at [www.essex.gov.uk](http://www.essex.gov.uk).

Applications for Year 7 in September 2025 must be received by the Local Authority by the National Closing Date which is 31<sup>st</sup> October 2024.

### **Oversubscription Criteria (Years 7-11 from September 2025)**

Where the number of applications for admission is greater than the places available and after the agreed admission of any children with a final EHCP naming the school, the following Oversubscription Criteria will be applied in the order below:

1. Looked after children<sup>#1</sup> or children who were previously looked after<sup>#2</sup>.
2. Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical needs evidenced by written professional advice from a doctor or other health professional, explaining why these needs can realistically only be met by this school.
3. Children whose parents have been granted Founders' status of the school by the Secretary of State.
4. Children living at the same home address<sup>#7</sup> as siblings<sup>#7</sup> on the roll of the school in any year group, including the Sixth Form, at the date of their own application for admission.
5. Children of staff<sup>#8</sup> directly employed by the Russell Education Trust on a permanent full time or fractional contract at the school in either of the following circumstances:
  - i. The member of staff has been employed for a continuous period of two years or more before the admission application and is still employed, without having given notice or been given notice that the employment will end, at the time the offer of a place is made.
  - ii. The member of staff is recruited to fill a vacant teaching post for which there is a demonstrable skill shortage (determined by the Headteacher with the Chair of Governors and the CEO of RET).
6. Becket Keys is a faith school (Church of England) and up to 50% of the remaining places will be offered to children who meet the Faith Criterion<sup>#6</sup>. The Faith Criterion will be applied in the following order:
  - i. Fortnightly attendance by either the child's parent(s) OR the child (e.g., where the child attends with a grandparent) at a Church of England church in the Brentwood Deanery or former Ongar Deanery for **at least two years** at the closing date for applications, (a list of churches in these two Deaneries is included in the "notes" to this admissions policy).
  - ii. Fortnightly attendance by either the child's parent(s) OR the child (e.g. where the child attends with a grandparent) at another Christian Church which is a member of Churches Together in Britain and Ireland or a member of the Evangelical Alliance for **at least two years** at the closing date for applications.

***NB: The school has publicly consulted on changes to the faith criterion. For applications to Year 7 for admission in September 2028, the school intends to amend the period of church attendance required to meet the faith criterion to fortnightly attendance for at least three years.***

If more applications are received under the Faith Criterion<sup>#6</sup> than there are places available, then they will be offered in order of distance<sup>#8</sup> from the home address<sup>#7</sup> to the school, those living closest being offered places as a priority.

In the event that during the period specified for attendance at worship the church has been

closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

7. The remaining places will be offered to any other children. If more applications are received than there are places available, then they will be offered in order of distance<sup>#8</sup> from the home address<sup>#7</sup> to the school, those living closest being offered places as a priority.

## **Notes and definitions**

### **#1 Looked After Children**

Looked After Children are defined as children who are (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 in accordance with section 22 of the Children Act 1989, at the time an application for a school is made.

### **#2 Previously Looked After Children**

Previously Looked After Children are defined as children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order. This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

### **#3 Siblings**

Siblings include full, step-, half-, adopted and fostered siblings living in the same household. Cousins are not considered siblings.

### **#4 Children of Staff**

For applications under Criterion 5, children of staff include full, step, half, adopted and fostered children living in the same household as the member of staff.

### **#5 Parent(s)**

All references to "parent" within this policy includes the person who has parental responsibility and/or the carers of the child as defined in Section 576 of the Education Act 1996. Where the plural of the term is used (i.e., 'parents' this includes the use of the singular term as well i.e., 'parent').

### **#6 Faith Criterion**

The Faith Criterion at 6i) and 6ii) is based on the regular Church attendance of either the parent(s) OR the child (e.g., where the child attends with a grandparent). A Priest/Minister's reference confirming attendance should be submitted via the Supplementary Information Form, available from the school office or the school website. This must be returned to the school to: The Admissions Department, Becket Keys Church of England School, Sawyers Hall Lane, Brentwood, Essex, CM15 9DA, before midday on the last working day in November.

With reference to 6i) of the Faith Criterion, the Anglican Churches which constitute the Brentwood or former Ongar Deanery are listed below:

<b>Brentwood Deanery</b>	<b>Former Ongar Deanery</b>
Bentley Common, St Paul	Blackmore, St Laurence
Brentwood, St George	Bobbingworth, St Germain,
Brentwood, St Thomas of Canterbury	Chipping Ongar, St Martin,
Buttsbury, St Mary	Fyfield, St Nicholas
Childerditch, All Saints	Greensted juxta Ongar, St Andrew,
Doddinghurst, All Saints	High Laver, All Saints,
East and West Horndon, St Francis	High Ongar, St Mary the Virgin
Fryerning, St Mary the Virgin	Little Laver, St Mary the Virgin
Great Warley, St Mary the Virgin	Magdalen Laver, St Mary Magdalen
Hutton, All Saints and St Peter	Matching Green, St Edmund
Ingatestone, St Edmund and St Mary	Matching, St Mary,
Ingrave, St Nicholas	Moreton, St Mary the Virgin,
Ingrave, St Stephen	North Weald, St Andrew
Kelvedon Hatch, St Nicholas	Norton Mandeville, All Saints
Little Warley, St Peter	Shelley, St Peter,
Margaretting, St Margaret	Stanford Rivers, St Margaret,
Mountnessing, St Giles	Stapleford Tawney, St Mary the Virgin,
Navestock, St Thomas	Stondon Massey, St Peter & St Paul
Shenfield, St Mary the Virgin	Theydon Mount, St Michael
South Weald, St Peter	Willingale, St Christopher, with Shellow and Berners Roding
Warley, Christ Church	

### **#7 Home Address**

A child's home address is defined as the address at which the child is normally resident with a person who is a parent as defined in Section 576 of the Education Act 1996.

A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.

Where a child regularly lives at more than one address, the address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal time at both, the home address will be counted as that at which the child is registered with their GP.

The school reserves the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if false information has been given. Should proof of address be required, documentation will be requested to secure the place, as detailed in the "Secondary Education in Essex" booklet, available to view at [www.essex.gov.uk](http://www.essex.gov.uk).

### **#8 Distance**

Any offer of a place on grounds of proximity is conditional on the student being resident at the home address provided at the closing date for application.

If more applications are received than there are places available under any criterion, then the available places will be offered in order of distance from the home address to the school, those

living closest being offered places as a priority.

All distances are straight-line distances, calculated using the Local Authority's geographical information system used as part of the coordinated admissions scheme, which accurately measures the distance from the address point of the child's home address to the address point of the school using data provided by Ordnance Survey. Further details of this process are set out in the "Secondary Education in Essex" booklet, available to view at: [www.essex.gov.uk](http://www.essex.gov.uk).

### **#9 Tie-Break**

In the event of two or more applications that cannot otherwise be separated by criteria 1-7, the vacant place will be allocated to the applicant whose home address is closest to our school building. Siblings from the same address who are tie-breaking for the same vacant place, will all be offered places. In other cases where applications can't be separated by distance, an independent party will randomly allocate the place via the drawing of lots.

### **#10 Offer of Year 7 places**

All applications received after the National Closing Date for applications will be considered as late applications. Late applications will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, applications that have not yet received an offer will automatically be placed on the waiting list, in criteria order.

### **#11 Operation of Waiting Lists**

Where in any year the school receives more applications for places than there are places available, a waiting list will operate. From the beginning of the first academic year, this will be maintained by the school and the child will automatically be added to the waiting list. A child's position on the waiting list will be determined solely in accordance with the Oversubscription Criteria (as applicable). Where places become vacant they will be allocated to children on the waiting list in accordance with the Oversubscription Criteria.

For administrative purposes, the waiting list will be administered by the school in three 'bands'. Band 1 will be for ranking applicants who qualify for Oversubscription Criteria 1-5 Band 2 will be ranked in accordance with Oversubscription Criteria 6i) & 6ii). The remaining applicants will be placed in Band 3 ranked by distance in accordance with Oversubscription Criteria 7. Where places become vacant they will be allocated to children on the waiting list in accordance with the Oversubscription criteria. If there are applicants in Band 1 of the waiting List then they will have priority. Otherwise, a place which was originally offered to Band 2 or Band 3 will be re-offered to the highest-ranking applicant in the same Band. (If a place was originally offered to Band 1 then it will be allocated to Band 2 or Band 3 as appropriate so that, over time, a ratio of 1:1 is maintained between these bands).

### **#12 Appeals**

Parents who fail to gain a place for their child at the school can appeal to an Independent Appeals Panel. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

### **#13 "In-year" admissions**

Parents may apply for a place for their child at any time outside the normal admissions round. In-year applications should be made directly to the school using the "Mid-Year Admissions Form" available from Essex County Council's Admissions Department or this can be downloaded at [www.essex.gov.uk](http://www.essex.gov.uk). Should parents wish for their child/student's in-year application to be considered under Criterion 6 (Faith Criterion) of the Oversubscription Criteria, they should ask

their Priest/Minister to complete the school's Supplementary Information Form as detailed in Criterion 6 and return this to the school with the Mid-Year Admissions Form at the following address: Admissions Department, Becket Keys Church of England School, Sawyers Hall Lane, Brentwood, Essex, CM15 9DA.

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

#### **#14 Children/Students educated outside their chronological age group**

Permission to submit an application for a child to be educated out of his/her age group should be requested by email, or otherwise in writing, to the school office. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. The request will be considered by our Local Governing Body's Admissions Committee on an individual basis. If permission is granted, the application must be made via the usual application processes and will be subject to the Oversubscription Criteria.

#### **#15 Exceptional Medical Need**

All local secondary schools have experience of dealing with children with different medical needs, so it is expected that no more than a small number of applications will be given this criterion in a year, if any. The threshold of acceptance is exceptionally high. Such difficulties must be so exceptional as to be very uncommon in the general population.

You must submit supporting documentary evidence, with your application. This evidence must confirm the circumstances of the case and must set out why the child can only attend Becket Keys Church of England School and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority. Decisions will be made based on the merits of each case and whether the evidence demonstrates that a placement should be made at Becket Keys Church of England School above any other.

This criterion is not intended to be used for special educational needs, which can be successfully supported through effective induction, support and appropriate provision at any school (unless an EHCP is in place, in which case a separate admissions process is used).

We do not consider reasons such as your place of work, childcare arrangements or previous family connections to the school to be strong enough to be considered under this criterion. The evidence provided to support your application must be as detailed and objective as possible.