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Philip Morant School & College

Admission Arrangements for 2024/2025 for entry into Year Seven

1 Making an Application

- 1.1 The Sigma Trust 'the Trust' is the admissions authority for Philip Morant School & College, referred to as 'the Academy'. During the normal admissions round, Essex County Council operates the co-ordinated admissions scheme which includes the Academy. Parents wishing to apply for a place should submit applications online at www.essex.gov.uk/admissions and put the Academy down as a preference on the



6 Waiting List

The Academy will maintain a waiting list until 31 December in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

7 Offering and Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- 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; or
- Where the offer has been made in error.

Parents and prospective students are very welcome to visit the Academy at any time; however, this is not an offer of a placement. Please telephone the Academy to make an appointment.

8 Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the Academy must admit the child.

9 Definitions

9.1 Late applications are applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day.

9.2 A 'looked after child' is a child 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, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted. A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to a child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.

9.3 Definition of a sibling: For applications made in the normal admissions round, and for mid-year admissions, a relevant sibling is 'a child who has a brother, sister, 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 Academy in any year group excluding the final year.' Biological siblings who attend the preferred Academy in any year group excluding the final year will also be treated as siblings irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.



- 9.4 Details and a map of the priority admission area is illustrated on the Trust's website: <https://www.sigmatrust.org.uk/governance/admissions/>
- 9.5 All straight-line distances are calculated electronically using data provided by Ordnance Survey. The data plots the co-ordinates of each individual property and provides the address point between which straight-line distance is measured and reported to three decimal places.

This policy was determined by Trustees on 8th February 2023.