



Admissions Policy 2025-26



Harwich and Dovercourt High School

Admission Arrangements for 2025/2026 for entry into Year Seven

1 Making an Application

- 1.1 The Sigma Trust 'the Trust' is the admissions authority for Harwich & Dovercourt High School, 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 common application form.
- 1.2 The local authority will manage late applications¹ to the Academy.

2 Published Admissions Number (PAN)

- 2.1 Harwich & Dovercourt High School has a PAN of 224 for entry into Year 7 for 2025/26. If the number of applications exceeds the PAN, the oversubscription criteria (below) will be used to determine which applicants will be provided with a place.
- 2.2 All children who have an EHCP that name the Academy will be provided with a place.

3 Oversubscription Criteria

Where applications for admissions exceed the number of places available, the following criteria will be applied in the order set out below:

- 3.1 Looked after children and previously looked after children including those who have been in state care outside of England and ceased to be in state care as a result of being adopted.²
- 3.2 Children with a sibling attending the Academy will be provided with a place.

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.