



## **BRENTWOOD URSULINE CONVENT HIGH SCHOOL**

### **ADMISSION POLICY 2027**

**Brentwood Ursuline Convent High School** was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its academy company as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

#### **Admission to Year 7**

The academy company is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup> (excluding admission to year 12). The academy company has set its Published Admissions Number (PAN) at 175 pupils to year 7 in the school year which begins in September, 2027. Up to 17 of the 175 places each year will be offered on the basis of musical aptitude.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

#### **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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<sup>1</sup>This is for admission to the school at the start of the school year in September and not for applications made in-year.



## **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:*

- 1) Catholic Looked after Children (LAC) and Previously Looked after Children (PLAC) (see notes 2&3)
- 2) Catholic children who are resident in the local parishes of:
  - Brentwood – Cathedral Church of St. Mary & St. Helen with Holy Cross and All Saints (Warley)
  - Hutton – St. Joseph the Worker
  - Ingatstone – St. John the Evangelist & St. Erconwold
  - Ongar – St. Helen
  - Gidea Park – Christ the Eternal High Priest
  - Harold Hill 1 - Most Holy Redeemer
  - Harold Hill 2 – St. Dominic's
  - Billericay – Most Holy Redeemer.(see note 3)
- 3) Other Catholic children. (see note 3)
- 4) Other Looked after Children (LAC) and Previously Looked after Children (PLAC) (see note 2)
- 5) Catechumens and members of an Eastern Christian Church. (see notes 4&5)
- 6) Children of other Christian denominations whose membership is evidenced by a valid certificate of baptism.
- 7) Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
- 8) Any other children.

*Within each of the categories listed above, the following provision will be applied:*

- (i) The attendance of a sibling at the school in years 7 to 13 at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 7).



## **Music Places and Music Scholars**

The school offers a very lively and varied musical education of a high standard to all its students.

Up to 17 of the year 7 places are offered on the basis of musical aptitude. Parents wishing to apply for this should submit the appropriate form and send it to the school before **17<sup>th</sup> July 2026**. Applicants should indicate which instrument(s) they play. Children who have good singing voices may also apply.

Applicants for Music Places and Scholarships can be from any of the admissions categories. They are expected to respect the Catholic ethos of the school and take an active part in its musical and liturgical life. It would be expected that students receiving a music place at the School follow a music curriculum at the school to the conclusion of KS4.

Failure to receive a music place would not prevent a student from receiving an offer of a place in the normal way.



## **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the address point (see below) of the child's home address (including the community entrance to flats) and the address point of the school. For admissions purposes the Local Authority uses data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

## **Application Procedures and Timetable**

The application for a Music Place / Scholarship must be sent to the school by **Friday 17<sup>th</sup> July 2026**. The music aptitude assessment tests will take place in the Autumn term and parents will be advised of the outcome of this test before the School application deadline.

To apply for a place at this school in the normal admission round<sup>1</sup>, you **must** complete a Common Application Form (excluding admission to year 12) available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form should be returned to Miss Lester, Admissions Officer, Brentwood Ursuline Convent High School, Queen's Road, Brentwood, Essex CM14 4EX by the closing date 31<sup>st</sup> October 2026.

You will be advised of the outcome of your application on 1<sup>st</sup> March 2027 or the next working day by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date of 31<sup>st</sup> October 2026, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this may affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31<sup>st</sup> October 2026.**

*Further information on the Common Application form can be obtained via the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) or your home local authority website.*

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<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.



Appeals Information can be obtained via the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

### **Late Applications**

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Outside their Normal Age Group**

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the Admissions Officer at the School address at the same time as the admission application is made. The academy company will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the academy company will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year 2027-28. The waiting list will be held and maintained only for the academic year 2027-28. If parents wish for their daughter to join or to remain on the waiting list for the following year after that date, they need to contact the school in writing to request this by the end of September 2028. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made to the school using the form available on the school web-site. A copy of the form can also be obtained by contacting the school address. We will inform you of the outcome of your in-year application in writing within 15 school days.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).



You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the academy company is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The academy company has this power even where admitting the child would mean exceeding the published admission number.

#### **Note:**

**The academy company reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

### **Admission to the Sixth-Form**

The academy company has set its admission number at 30 for external applicants to year 12 in the school year which begins in September, 2027.

The school operates a sixth form for a total of 340 pupils. 170 places overall will be available in year 12. While the admission number is 30, if fewer than 140 of the school's existing pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 170.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. Academic entry requirements are published annually in the school's prospectus and on its website.

When year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements, priority will be given in accordance with the oversubscription criteria set out above.

The closing date for Sixth Form applications is **Friday 29<sup>th</sup> January 2027** and applications should be made direct to the School address using the Application Form included in the Sixth Form Prospectus, which is available from the School and on the School web-site.

The school will aim to send conditional offer letters to applicants by 15<sup>th</sup> April 2027.



**Notes (these notes form part of the oversubscription criteria)**

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. 'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.



All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis

7. 'sibling' includes:
  - (i) all natural siblings, half siblings, adopted siblings, step-siblings, foster siblings, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
8. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
9. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

Authorised by Resolution of the Academy Company of the Brentwood Ursuline Convent High School Date: 26 <sup>th</sup> February 2026 Signature ..... Effective date of the policy: 26 <sup>th</sup> February 2026 Review date of policy: Annually
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