

# ANGLO EUROPEAN SCHOOL



## ADMISSIONS POLICY 2026-2027

Approved by:	
Date:	
Review:	
Statutory	



# ANGLO EUROPEAN SCHOOL

## “A DISTINCTIVE SCHOOL”



### YEAR 7-11 APPLICATIONS

#### YEAR 7 APPLICATIONS

The school's number intended to admit in Year 7 is 232. All applications for entry to Year 7 must be made in accordance with the co-ordinated scheme operated by the child's home Local Authority by 31st October. For children resident in Essex this is detailed in the "Secondary Education in Essex" Booklet. In addition, the school's Supplementary Information Form, which can be found on our website under 'Admissions', should be completed for applicants applying under criteria 4 (International) and returned to the school by the November deadline on the form. Supplementary information forms submitted under criteria 4 without verification, or received after the November deadline, will be ranked as criteria 5 (Other Application). If confirmation of receipt is required, a stamped addressed envelope must be provided. Applicants who currently do not live in England should make their application to Essex Local Education Authority.

#### MID-YEAR APPLICATIONS

The school's mid-year Supplementary Information Form should be completed and returned to the school. 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.

#### APPLYING THE ADMISSIONS CRITERIA:

Applications are considered strictly in order using the criteria 1 to 5 as detailed below.

##### 1. Looked After and Previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child 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 (as defined in Section 22(1) of the Children Act 1989).

##### 2. Locals

The Parish boundaries of Ingatestone, Mountnessing and Margaretting are strictly applied to identify the local area and steps are taken to ensure that the child is permanently resident within the area. This seeks to prevent use of temporary addresses, or the addresses of relatives used purely for securing attendance at the school. (Map available on request). Children attending Ingatestone and Fryerning Junior School, Margaretting and Roxwell Primary Schools (part of the Life Education Trust) and Mountnessing Primary School and on roll for Year 6, are included in this category.

##### 3. Siblings

A child can be included in this category if they have a sibling attending the school at the time of their own application and where there is a reasonable expectation that the older sibling will still be in attendance at the time that the younger child is admitted. The definition of a sibling is 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 school in any year group excluding the final year. Biological and adopted siblings who attend the preferred school in any year group excluding the final year will also be treated as siblings, irrespective of place of residence. Children of staff can be included in this category where the member of staff has been employed at Anglo European School for two or more years at the time at which the application for admission to the school is made, and/or is recruited to fill a vacant post for which there is a demonstrable skill shortage.

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#### **4. International**

If places remain after Criteria 1-3 have been allocated, they will be offered to the applicants who achieve the highest scores in Criteria 4. The International category is for children who demonstrate that they have benefited from a strong and positive influence of a language and/or culture other than English. This will include a significant period of permanent residence outside the U.K. or a direct, substantial and sustained experience of a language and culture other than English. Applicants will be ranked according to the points system on the Supplementary Information Form (SIF): completion of this form enables applicants to provide the necessary information for an objective decision to be made.

In keeping with our internationalist ethos, our definition of culture is a community or country's shared traditions, values and attitudes, where English is not the dominant language of that community or culture. Our definition of a cultural experience is an experience that involves the child actively participating in such traditions and immersing themselves in such values and attitudes. The child's interests, hobbies or membership of societies are not relevant.

If there is a tie, the place will be allocated on the basis of random allocation to ensure that the school maintains its regional nature in keeping with the original vision of the school.

#### **5. Other Application**

Any other applications.

Children who have an Educational Health and Care Plan (or Statement of Special Educational Needs) have a statutory right to nominate their school of choice. Anglo European School will consider these applications in the light of the provision we can offer and in line with the statutory duty laid down in relevant law.

#### **VERIFICATION OF EVIDENCE**

It is vital that verification is provided for criteria 4 (International). If a successful applicant is subsequently found to have submitted false verification, the Governors will reserve the right to ask the child to leave the school. Other evidence of achievement (including achievement relating to English and other languages), academic reports or letters from Headteachers referring to ability cannot be considered as part of the application process.

#### **WAITING LISTS AND APPEALS**

In addition to their right of appeal, unsuccessful candidates for Year 7 will be placed on a waiting list for a minimum of one term. After that, parents wishing to remain on the waiting list must write to the Headteacher. Mid-year and sixth form applications will also, in addition to their right of appeal, be held on a waiting list for that academic year. If parents wish for their child to join or to remain on the waiting list for the following year after that date, they need to contact the school in writing. Waiting lists 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. Information of the appeal process can be found in the admissions area of our website.

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### SIXTH FORM ADMISSIONS

#### **Introduction:**

Anglo European School has been awarded an Outstanding grading by Ofsted for over 20 years. It aims to deliver academic excellence through an international curriculum, developing ambitious, resilient and principled young people who recognise their common humanity and who seek to create a better and more peaceful society through inter-cultural understanding and respect. We encourage our students to become active citizens who are internationally minded, lifelong learners who understand that other people, with their differences, can also be right.

The Sixth Form offers an ambitious, aspirational and academically challenging curriculum which seeks to be international, diverse and representative, allowing all students to thrive equally. The international, enterprise and personal development programme is exceptional, distinctive and develops internationally minded, creative and ambitious young people who aim to be leaders of change. This is reflected in our curriculum offer which offers 27 disciplines, 7 languages and a choice of 4 academic pathways and qualifications.

All students for whom application is made should have a strong work ethic, high levels of academic interest and commitment to the broad, ambitious and challenging curriculum on offer where students are expected to take a minimum of 4 courses of study as well as a personal development core curriculum. This includes RSHE, student leadership, Global Citizenship, academic projects, CAS, Tutor support, Destinations/UCAS mentoring, work related learning modules which include personal finance, international work experience and opportunities for enrichment through our International Enterprise Academy and PSG Football Academy.

All students are also expected to support the international ethos of the school and embrace the wide range of extra-curricular learning and our visits and exchanges programme. We are an IB World School, delivering an international perspective on our learning and a commitment to service beyond self on a global scale. Our Sixth Form population is diverse and reflects the international ethos and curriculum which we aspire to be representative and inclusive to all. Students are expected to adhere to the behaviour and attendance policies and the Sixth Form Partnership Agreement when accepting a place at our Sixth Form.

Under the Director of Sixth Form, we have four dedicated Curriculum Managers overseeing the four distinct cohorts (4 A Levels, IB Diploma Programme, IB Career Programme and AIB whereby students take three A Levels and either the EPQ or an IB standard course) and tailor their rigorous academic and pastoral care to meet the particular needs of each cohort. The pastoral professional support team provides dedicated attendance, mental health, safeguarding and pastoral care.

#### **Published Admission Number (PAN)**

The total number of places we intend to admit to our sixth form is 320. Within this cohort, approximately 100 students (50 per year group) join the school as external applicants.

All applicants must be under 17 years of age on the 31<sup>st</sup> August of the calendar year of proposed admission or be progressing from Year 11 straight into the Lower Sixth. Students from overseas and whose age may fall outside the limit due to the educational system they are currently following will be considered on an individual basis.

Any student above 17 years at the start of the course will be expected to apply for the 4 A Level route or the IB Diploma Programme and must meet the matriculation requirements for these routes. The final decision is at the discretion of the Headteacher.

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### Admissions Criteria:

General Matriculation to the Sixth Form requires:

- GCSE grade 5 or above in English Language or English Literature and Mathematics. Students must meet the matriculation requirements for the subjects they wish to study as stated below.
- A commitment to the international ethos of the school. A study of a language (either as a continuation of one studied at GCSE or as an introductory course) is encouraged but not compulsory.

### Route Specific Matriculation:

- IBDP: 3 Higher Level subjects and 3 Standard Level subjects plus the Core comprising of CAS, Theory of Knowledge and an Extended Essay. For access to Higher Level courses, students must achieve Grade 6 and Grade 5 for Standard level.
- IBCP: Two A Levels and two IB standard courses. One of the two A levels must be A level Business, A Level PE or A Level Computer Science, as the career related study. Additionally, a language course must be studied at either A Level, IB Standard, Ab initio, or introductory level. Students must meet individual course matriculation requirements – Grade 6 for A Level courses (Grade 7 if applying for Mathematics and Grade 5 for Business Studies) and Grade 5 for IB Standard.
- A Level: 4 A levels must be completed. To matriculate, students for this route must have an average of 7 from best 8 GCSEs and meet the individual course matriculation requirements or 6s in the subjects they intend to study. (Grade 7 if applying for Mathematics and Grade 5 for Business Studies).
- AIB: 3 A Levels must be completed with either one IB Standard or the Extended Project Qualification (EPQ). Students must meet individual course matriculation requirements - Grade 6 for A Level courses (Grade 7 if applying for Mathematics and Grade 5 for Business Studies) and Grade 5 for IB Standard. EPQ applicants must meet the general matriculation.

All students, internal and external must meet the general matriculation requirements, including the subject specific entry requirements for each subject. Individual course matriculation requirements are available on the school website. Therefore, all offers made prior to results publication are conditional, based on predicted grades.

The school reserves the right to admit a student to the Sixth Form where the entrance requirements have not been met and where exceptional circumstances may be taken into consideration. Applicants must write to the Headteacher to request this, as an appeal, following publication of results and, if the circumstances are considered to be mitigating or exceptional and the school has places on the courses of study, the Headteacher will hold an advisory meeting with the student and a parent and consider them on an individual basis. The student will be monitored closely during a probationary period to ensure they are coping with their course of study.

### References:

At Anglo European School, we are committed to maintaining high standards of attendance and behaviour and expect students to work to their academic potential and adhere to our international curriculum, ethos and expectations.

References will be sought from the school at which the student has previously studied in Year 11. Applicants with an attendance record below 90% at their previous school or those who have received two or more suspensions or been excluded from their previous school may be subject to further review and additional support. Those meeting these criteria will be invited to an advisory meeting with the Director of Sixth Form to discuss their previous record and for the applicant to express their commitment to improving their performance in these areas. Meeting these criteria does not automatically disqualify an applicant from being offered a place but the review meetings ensure that all students admitted to the Sixth Form are well placed to succeed and fully benefit from the education we offer.

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### Over-Subscription Criteria

If there are more students applying, who have met the matriculation requirements, than places available, then the following over-subscription criteria applies to determine prioritisation: -

1. Children in the care of the Local Authority (Looked after or previously looked after children)  
A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order will be given first priority in oversubscription criteria ahead of all other applicants in accordance with the School Admissions Code 2021. This also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child 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 (as defined in Section 22(1) of the Children Act 1989).
2. Students who are attending Year 11 at Anglo European School and meet the published matriculation requirements for sixth form entry.
3. Students with a clear commitment to an international education – either by application from overseas, intending to study the International Baccalaureate Diploma or the IB Career Programme or to study a language at A Level, IB Standard, Ab Initio or introductory level.
4. Students who have a sibling attending the main school at the time of their own application and where there is a reasonable expectation that the sibling will still be in attendance at the time that the sixth form applicant is admitted. The definition of a sibling is a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family household and address. Biological and adopted siblings will be treated as siblings irrespective of place of residence.
5. Students whose parents/carers/guardians are employees of the Anglo European School, provided that the employee has been employed for a minimum of two years prior to the date of application to the school, and/or is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Random Selection: Anglo European School has no priority admissions area for Sixth Form so in the very unlikely event of further places being available after the criteria has been applied, applications would be drawn by random selection.

EHCP: Applications are accepted from students who have an EHCP where Anglo European School is named on the statement and have met the matriculation requirements for our Sixth Form.

For applicants who have not matriculated but believe there are exceptional circumstances they would like the Headteacher to consider, unsuccessful applicants may submit a letter to the Headteacher, explaining these circumstances, what they would like to do in the sixth form, any reasonable adjustments they are prepared to make to the course choices and their “Plan B” pathway, if not accepted. The Headteacher will consider whether she will accept the applicant, despite not matriculating, if there are places on their course of choice. In these circumstances, the Headteacher’s decision is final.

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### Procedure for Application

- All students, both internal and external, are required to complete an on-line application form within the dates published on the website.
- All applicants will receive a course guidance meeting with a senior member of staff. This meeting aims to advise on course choices, eligibility and expectations and for external students is a chance to talk about the school's aims and ethos in greater depth.
- Any applications received late after the published deadline will be placed on a waiting list and considered if places become available.
- On GCSE results publication day, applicants are expected to attend the Anglo European School for a further course counselling meeting, confirming they are accepting the place, having successfully matriculated or requesting further course counselling.
- For internal students who have not met the matriculation requirements, further course counselling or destinations counselling with independent advisors will be offered over the following days.
- Mid-Year Admissions will only be considered in the first half term of the Lower Sixth, where there are places on the courses available.

### Procedure for Appeal

Following an unsuccessful appeal to the Headteacher, all applicants who are not successful in obtaining a place have the right to appeal. Those wishing to appeal to the independent panel should contact the Admissions Manager who will provide information about the process, timeline and administration of the independent appeals process.

The appeals process is as follows:

- For applicants where the student did not reach the specified entry requirements, the applicant can appeal to the independent panel by completing the Notice of Appeal form. The panel cannot make its own assessments of the student's ability and can only decide if the decision made by the school that the child has not met the criteria is reasonable in the light of information available and whether the process in place for making this decision has been carried out in a consistent and objective way.
- Where applicants are refused admission because the Sixth Form is full (having met the 320 PAN) and there are more eligible students than places available, the oversubscription criteria has been applied, the applicant can appeal to the Independent panel.
- If the appellant believes that they are eligible on the grounds that admissions arrangements have not been properly applied, the criteria or policy has not been applied fairly, or as a result of discrimination, they have the right to appeal to the independent panel.

The appeal will be heard by an independent panel. The applicant and the school will have the opportunity to present their case. The panel will consider whether the admissions arrangements were correctly and impartially applied and whether admitting students above the PAN would prejudice the provision and efficient education or efficient use of resources. The Independent panel's decision is final. Notification of the outcome of the appeal will be shared within 5 working days of the appeal hearing.

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### **Waiting Lists:**

The school will operate a waiting list and all applicants who have not received an offer may be added at their request. The place on the waiting list will be decided in accordance with the over-subscription criteria above. The waiting list will be maintained until October half term of the Lower Sixth, after which mid-year admissions will not be considered.

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