Bridge Academy Trust

MOULSHAM HIGH SCHOOL

ADMISSIONS POLICY
2028-29

Last consultation date ***(consultation to be held every 7 years unless changes in-between)***	21/10/2025	01/12/2025
Period of Consultation (if required)	N/A	N/A
Trustees Committee Reviewing Document:	Full Board of Trustees	
Date of Board of Trustees Meeting at which Policy Approved (if required)	13th October 2026	
Reviewer	Headteacher	
Advice From	DfE Admissions Code	

Summary of changes

No changes

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ADMISSIONS TO MOULSHAM HIGH SCHOOL

1.1 Students will be admitted to Moulsham High School at age 11 without reference to ability or aptitude. The exception to this will be that each year the school will admit up to ten per cent of its intake (27 pupils) according to aptitude in music.

1.2 Parents wishing to apply for one of the places listed above should acquire a further application form from the school. Selection will be made following the aptitude test process, and successful applicants informed.

1.3 The intended number of admissions for September 2028 is 270. In the event of oversubscription, places will be allocated using the following criteria in the order given:

1.3.1 Looked after children and children who were previously looked after *.

1.3.2 Children with a sibling** attending the school, including the Sixth Form at the point of making the application.

1.3.3 Up to 10% (27) of the places available will be allocated to students with a proven aptitude in music. Aptitude in music will be assessed by tests to be taken by applicants in October. The tests have been devised to be taken by children whether or not they have had experience of or formal training in music. More detailed information about the test is available from the school on request.

1.3.4 Students who live with parents, guardians, or carers who are employees of Bridge Academy Trust provided that the employee has been employed for a minimum of two years at the date of application for admissions.

1.3.5 Straight line distance*** from home to school, those living closest being given highest priority.

* A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. 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 (see the definition in section 22(1) of the Children Act 1989).

** LA sibling definition applies: A sibling is determined as a brother, sister, adopted brother or sister or stepbrother or stepsister living in the same family unit in the same family household. Biological siblings will 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.

*** All straight-line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey.

1.4 Students with disabilities or medical needs who do not have an Educational Health and Care Plan that name Moulsham High School are admitted in accordance with the school's standard admissions criteria.

1.5 For applications made in the normal admission round, if the last child to be offered a place is a twin and his/her sibling does not initially receive a similar offer, the school will ensure that both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can initially be offered a place, the school will offer places to the remaining children.

1.6 Applications for places must be made through the Local Authority, by the closing date published in the Secondary Education in Essex booklet.

1.7 As a school with limited ethnic diversity, we respect and value the linguistic, cultural and religious diversity which exists in the wider community. We are committed to challenging attitudes that promote racial discrimination, ensuring respect for all and preparing all students for life in a culturally diverse society. A copy of our equality policies can be found on our website.

1.8 We will ensure that any child in public care is sensitively supported and that confidentiality is maintained. We have high aspirations for the educational and personal achievements of children in public care and will ensure that they have equal access to the curriculum, additional educational support and all areas of school life. We will provide a supportive climate in school to enable them to achieve stability.

STRAIGHT LINE DISTANCE

1.9 Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home.

1.10 In the unlikely event of two applicants with an identical distance competing for a single place at a school the place will be offered in the following way: Every applicant is given a unique random number for each of their school preferences. When a random tiebreak is needed, this random number will be used to allocate the place – the lowest number is given priority. If two applications were received from the same block of flats, the applicant with the lower door number would be classed as nearest and offered a place.

HOME ADDRESS

1.11 Applications will normally be processed on the basis of the home address for the child at the time of application and determination.

1.12 The home address is considered to be the address at which the child resides on a permanent basis or is 'ordinarily resident', including overnight. This is generally the address of the parent/carer.

1.13 In some cases, children may be 'ordinarily resident' for the majority of the school week, including overnight, with another relative or carer, such as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application will be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and formal residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week. Where there is an eligibility for child benefit, evidence that the adult with whom the child is 'ordinarily resident' receives the child benefit may be requested. If the adult(s) with whom the child is 'ordinarily resident' is not in receipt of the child benefit, further enquiries may be made and evidence requested to confirm that the child is 'ordinarily resident' at the stated address, for example, GP/health registration address evidence.

1.14 Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person.

HOW TO APPLY

2.1 Applications for admission in Year 7 must be made direct to the Local Authority by the closing date published in the Secondary Education in Essex booklet. For further details visit www.essex.gov.uk/admissions.

LATE APPLICATIONS

2.2 All applications received after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applications, the school is oversubscribed, parents may request that their child is placed on the academy's waiting list.

MID-YEAR APPLICATIONS

2.3 Please ensure the mid-year application form is completed. This can be found here: https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Applying-mid-year- for-a-school-place.aspx

WAITING LISTS

2.4 The school maintains the end of phase transition waiting list until October half term. At this point for GDPR we write to parents and ask if they would like to remain on the waiting list- non response means they are removed.

APPEALS

3.1 All applicants refused a place have a right to appeal to an independent appeal panel constituted and operated in accordance with The School Admission Appeals Code.

3.2 Should you wish to appeal the decision please contact Essex County Council: www.essex.gov.uk/after-your-school-offer/appeals

APPEALS TIMETABLE

National Offer Day	Parents informed of outcome of application
20 School days after National Offer Day	Deadline by when appeals should have been lodged
Summer Term:	Appeals heard for those lodged by deadline and where possible for late appeals
September onwards:	Appeals heard for any appeals not heard before end of academic year

3.3 Appeals for mid-year admissions cases should be lodged within 20 days of receipt of the letter refusing a place at the school. All other arrangements regarding a hearing will follow the same process and a similar timeframe as those outlined above.

3.4 The school will publish details of admissions and of the appeals procedures each year. It will establish independent arrangements for appeals, currently administered by Essex County Council against non-admission. Applicants cannot normally apply for a place more than once in an academic year except where exceptional circumstances exist.

MONITORING AND REVIEW

4.1 This policy will be monitored by the Local Governing Committee and Board of Trustees, who will always take due note of the guidance provided by the Local Admissions Forum.

4.2 The policy will be reviewed annually, or earlier in the light of any changed circumstances, either in our school or in the local area.

ADMISSIONS TO THE SIXTH FORM

5.1 The total number of places we intend to admit to Year 12 is 180, which will include 20 places for external candidates from Chelmsford City Football Club who meet the school entry requirement but who also demonstrate a sporting aptitude. These may be students of any gender.

5.2 To study AS Levels and BTECs students must have a minimum points score from their best eight GCSE results (including English and Maths) and meet the entry requirements for the subjects they wish to study. The entry requirements are set annually in the school's Sixth Form Prospectus.

5.3 To continue with a course during Year 13, we recommend that students achieve a 'D' grade or above either at AS Level or in the end of Year 12 internal examinations if AS is not taken, unless there are exceptional circumstances.

5.4 Further details of all courses offered in the Sixth Form and their respective entry requirements will be available in the Sixth Form course guide 2027-2029.

5.5 The school timetable for 2027-28 will be completed by 1st July 2027. No additional classes can be added to our provision after this date. If, after GCSE results, any subject is subsequently oversubscribed, admission to this subject will be by application process.

OVER SUBSCRIPTION TO THE SIXTH FORM

5.6 Applicants will be rank ordered according to their average GCSE point score in their best 8 GCSE results (including English and Maths). Offers will then be made according to places available in the relevant teaching groups using the following criteria:

5.6.1 Looked after children and children who were previously looked after* and meet the minimum entry criteria for the course that they wish to follow.

5.6.2 Students currently attending Moulsham High School and meeting the minimum entry criteria for the course that they wish to follow.

5.6.3 Students with a sibling attending the school, including the Sixth Form at the point of making the application.

5.6.4 Students who live with parents, guardians or carers who are employees of Bridge Academy Trust and are not already on roll at the school, provided that the employee has been employed for a minimum of two years at the date of application for admissions.

5.6.5 Any other applicant meeting the minimum entry requirement for the course that he/she wishes to follow, with those living nearer, measured by straight line distance, being accorded the higher priority.

* A looked after child or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. 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 (see the definition in section 22(1) of the Children Act 1989)

5.7 A waiting list will be maintained by the school.

Moulsham High School

YEAR 7 MUSIC APTITUDE APPLICATION FORM

Admission Year - 2028/2029

Bridge Academy Trust

The Music Aptitude Application Form is now online. Please visit our website or contact the school to access it.

All assessments relating to Music Aptitude Admission will take place in early October 2027. Only in exceptional circumstances will an alternative date be arranged but please let us know if this date is not suitable when making your application.

The assessment process is organised and facilitated by the Moulsham High School Head of Music, additional members of the performing arts department and members of the senior leadership team. When all tests have been completed, a rank order of students is produced, with the highest scoring student ranking first.

Music Aptitude places will be allocated to

1. The top 27 scoring students whose score is above the agreed benchmark

Please note that the school reserves the right to allocate fewer than 27 places under the Music Aptitude admissions criteria, should students testing not reach the benchmark score. Students applying who are from a multiple birth are not guaranteed a space should one or more not fall into the above criteria. This means that one could be offered a space and the other(s) not.

The assessment activities are generic and measure aptitude for music; there is no test of academic ability, music experience or reference to qualifications within music. By applying to take part in the Music Aptitude tests, applicants are deemed to have accepted all arrangements as outlined above.

All students that apply for admission through the Music Aptitude will be informed prior to the 31st October deadline, of the outcome of their application.