



# ADMISSIONS POLICY

## 2026/2027

**Stewards Academy**

Part of the Passmores Co-operative Learning Community

Company no: 7736246

## **ADMISSIONS POLICY FOR 2026/2027**

Stewards Academy provides for the needs of pupils within the 11-16 age range. The Academy's Governors are the Admissions Authority. Pupils are admitted at age 11+ without reference to ability or aptitude. Applications must be made in accordance with the coordinated scheme operated by the child's home Local Authority. For children resident in Essex this is detailed in the Secondary Education in Essex booklet. Information is also placed on the Essex County Council web site [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). The Local Authority will send offer/refusal letters for places at all schools to parents of all pupils living in Essex by first class post.

The number intended to admit is a maximum of 210 pupils. There is no guarantee of a place for children living in the priority admission area. In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children;
2. children living in the area served by Nazeing Primary School;
3. children of permanent members of staff at Stewards Academy:
  - (a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or;
  - (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
4. children living within the defined geographical area of Harlow with a sibling attending the school at the time of admission;
5. other children living in the defined geographical area of Harlow;
6. children living outside the defined geographical area of Harlow with a sibling attending the school at the time of admission;
7. remaining applications.

In the event of over-subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given highest priority. Maps showing the area served by Nazeing Primary School and the geographical area of Harlow are available from the Local Authority.

## **SPECIAL CASES**

Children with an Educational Health Care Plan (EHCP) – formerly referred to as a Statement of Special Educational Needs – that names the school will be given a place irrespective of the above criteria.

Exceptional medical circumstances (supported by medical evidence) may override the above criteria if, in the view of the Governing Body, Stewards Academy is the only local school that can meet the needs of the child.

## **ARRANGEMENTS FOR ADMISSION**

Year 6 parents no longer receive written notification from the Local Authority regarding places in Harlow for the following September Year 7 intake. Information regarding applying for a place is available from the Local Authority website. To apply for a place, the application form needs to be completed using the on-line admissions system. Alternatively, a paper application form can be requested from the Local Authority.

This must be completed, signed and returned to the School Admissions Team at the following address: School Admissions Team

PO Box 4261

County Hall

Chelmsford

Essex

CM1 1GS

The application must be made (either on-line or on paper) by the published closing date (31st October 2025).

This procedure must be followed even if older brothers or sisters already attend Stewards Academy. In March, parents will be notified as to whether a place has been allocated.

The Headteacher of Stewards Academy then contacts successful applicants and visits will be made to the primary school to give information.

## **APPEALS**

Parents have the right to appeal against admissions decisions to an Independent Appeal Panel. Information about how to appeal will be sent out by the LA with the offer / refusal letter. For mid-year applications the Academy will send guidance on how to appeal with the refusal letter.

## **LATE APPLICATIONS**

Applications received after the published closing date will be treated in accordance with the co-ordinated admissions scheme operated by the LA.

## **SIBLING DEFINITION**

A 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 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 residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

### **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).

### **CHILDREN LIVING IN THE AREA SERVED BY NAZEING PRIMARY SCHOOL**

This includes children living within the priority admissions area of Nazeing Primary and children where Nazeing Primary is the closest school to the home address.

### **WAITING LISTS**

In the event of oversubscription in the normal year of admission, a waiting list will be held by the Academy throughout the Autumn Term of Year 7. Applicants will be ranked in priority order according to the admissions criteria and not based on the date of application. Therefore each child added will require the list to be ranked again in line with the subscription criteria. Looked after children, previously looked after children, and those eligible for a place at the school in accordance with the Local Authority Fair Access Protocol, will take precedence over those on a waiting list.

### **ADMISSIONS OUTSIDE THE NORMAL TIME OF ENTRY**

All applications for a place at the Academy must be made directly to the Academy using the common application form. Incomplete application forms will not be accepted. If a place is available, The Academy will offer on behalf of the Governing Body. If it is not possible to offer a place the Academy will refuse the place on behalf of the Governing Body and send details of the appeals procedure