
ELSTREE SCREEN ARTS ACADEMY ADMISSIONS ARRANGEMENTS FOR 2023/24 Year 14

RESPONSIBILITIES	
To determine and approve policy and ensure compliance	Trust Board
To implement, deliver and comply	Headteacher
APPROVAL DATE	January 2022
COMMITTEE	n/a
DURATION	1 year
REVIEW DATE	Autumn Term 2022
SLT LEAD	Head of Governance and Policy



Elstree Screen Arts Academy Admissions Arrangements for 2023/24

Danes Educational Trust, for Elstree Screen Arts Academy will admit up to the published admissions number for:

Year 14 - 100 students

If there are fewer applications than places available, all suitable applicants will be offered a place. If there are more applications than places available, the evidence from the application process is collated and places allocated to those with the highest scores.

Applications

Application forms should be requested directly from the school. The expression of interest form can be found on our website:

[Application Form — Elstree Screen Arts.](#)

Entry criteria (evidence portfolio, references and interview based) can be found here:

[Craftskills Traineeship.](#)

The first round of applications closes on 31st January. Where places remain on any pathway, the application window will reopen until 31st March. Applications received after this date will be treated as late applications. ESA does not deal with applications received after the deadline until all on time applications have been considered.

If a prospective student has exceptional reasons for applying late, they will need to include the reasons and evidence when they apply. A panel will decide whether the application will be treated as late or on time.

Tie Break

Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random allocation.

Elstree Screen Arts Academy will use independently verified random allocation as a tie-break.

Appeals

If a prospective student does not receive a place and wishes to appeal they must write to ESA (admissions@esaacademy.org) within 2 weeks of receiving their notification. The School Board will consider the appeal within 4 weeks.

Students out of year group

Summer born applications that are delayed for a year will not be accepted into Year 14 - the funding for Y14 applies only for students who are 18 at the start of the course.



Notes:**Sibling**

Sibling rules do not apply to this funded course.

Home address:

The address provided must be the student's current permanent address at the time of application.

- 'At the time of application' means the closing date for applications.
- 'Permanent' means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months and the child must be in residence at the property at the time of application.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence.

If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested.

If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

If two different applications are received for the same child from the same address, e.g. containing different preferences, the application from the parent in receipt of child benefit will be processed if the applications cannot be reconciled.

Fraudulent applications:

The school, in liaison with Hertfordshire County Council, will do as much as possible to prevent applications being made from fraudulent addresses, including referring cases to the Shared Anti-Fraud service for further investigation as necessary.

Address evidence is frequently requested, monitored and checked and school places will be withdrawn when false information is deliberately provided. Action will be taken in the following circumstances:

- When a child's application address does not match the address of that child at their current school;
- When a child lives at a different address to the applicant
- When the applicant does not have parental responsibility
- When a family move shortly after the closing date of applications when one or more of the following applies:
 - The family has moved to a property from which their application was less likely to be successful
 - The family has returned to an existing property



- The family lived in rented accommodation for a short period of time (anything less than a year) over the application period
- Official/public records show an alternative address at the time of application.

When a child starts at the allocated school and their address is different from the address used at the time of the application. Parents/carers will need to show that they have relinquished residency ties with the previous property and they, and their child(ren) are permanently residing at the address give on the application form.

Home to school distance measurement for purposes of admissions:

A 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

