



Saffron Walden County High School

How to apply for a Year 7 place

Completing your application

How to apply?

- If your child is in Year 6, you can apply for a secondary school place between early September and 31st October.
- You must apply online at www.essex.gov.uk by no later than 31st October. Paper applications are available from Essex School Admissions.
- Remember to re-submit your form if you make any changes before the deadline.
- Do not delay as all applications received after 31st October will be treated as late and will only be processed after all on-time applications.

What happens next?

- Essex County Council School Admissions will collate all preferences and parents will then receive an offer from the local authority at their highest preference school at which a place is available.
- Emails for online applicants will be sent on National Offer Day - 1st March.
- From 1st March, if you have applied online, you can log into your account through Essex School Admissions to see your allocation.
- If your child is offered a place at SWCHS, you will receive an offer letter from us on the 2nd March and our virtual offer pack will be on our website.
- If you have a query about your application or if you are changing your home address please contact admissions@essex.gov.uk
- For any queries relating to SWCHS please contact the school at admissions@swchs.net

How is my application ranked?

- The Saffron Academy Trust (SAT) is the school's admissions' authority.
- SWCHS admits students at the age of 11+ without reference to ability or aptitude and provides for the needs of students within the 11-18 range.
- Students with a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP), where SWCHS is named in the Statement or Plan, will be admitted to the school.
- Applications will be ranked using the 8 stages of criteria in the order given on our admissions policy.

- In December 2023, a total of 598 applications were received from Essex County Council to fill 300 spaces for the September 2024 Year 7 intake at SWCHS. The applicant at number 300 was ranked under criterion 4 (students who live in the priority admission area for the school) at a distance of 3.458 miles from the school.

- **Priority Admissions Area (PAA) for SWCHS:**
Ashdon, Great Chesterford, Great Sampford, Hadstock, Hempstead, Littlebury, Little Chesterford, Little Sampford, Radwinter, Saffron Walden (including Little Walden), Swards End, Strethall and Wendens Ambo.

Please note that living in the PAA for SWCHS does not mean that your application for a place at SWCHS is guaranteed.

How is my application ranked?

Criterion 1

Children in the care of a Local Authority or “Looked after Children” and previously looked after children will be given first priority, ahead of all other applicants, in accordance with the School Admissions Code 2014.

Criterion 2

Students with siblings currently attending the school in Years 7-12 on the closing date for applications who live in the priority admission area (PAA).

Criterion 3

The children of permanent members of the teaching and support staff employed at SWCHS: a) where the member of staff has been employed at the school for two or more years at the time when 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.

Criterion 4

Students who live in the priority admission area (PAA) for the school, which constitutes the following parishes: Ashdon, Great Chesterford, Great Sampford, Hadstock, Hempstead, Littlebury, Little Chesterford, Little Sampford, Radwinter, Saffron Walden (including Little Walden), Swards End, Strethall, Wendens Ambo.

Criterion 5

Other students with siblings currently attending the school in Years 7-12 on the closing date for applications who live outside the priority admission area (PAA).

How is my application ranked?

Criterion 6

Students whose home address makes Saffron Walden County High School the nearest secondary school, with distance determined by straight line measurement.

Criterion 7

Students, not qualifying under criterions 1 to 7, attending maintained primary schools situated in any of the parishes listed within the PAA for SWCHS. Primary schools within our PAA are Ashdon Primary School, Great Chesterford CE Primary Academy, Great Sampford Community Primary School, Katherine Semar Junior School, R A Butler Junior Academy, Radwinter CE (VA) Primary School, St Mary's CE Primary School and St Thomas More Catholic Primary School.

Criterion 8

Other applicants.

How is my application ranked?

In the event of oversubscription within any of the above criteria, priority will be determined by distance from home to school, those living closest being given the highest priority. Distances are calculated by the Local Authority, as defined in the Secondary Education in Essex booklet, by use of a Geographical Information System which accurately measures the distance from the home address to the school.

The Saffron Academy Trust will admit students who are of secondary age becoming resident at a home address in the area defined in criterion 5 after the closing date for applications, if the number of students holding or accepting places in the year group is less than 300. All change of address information will need to be submitted to Essex School Admissions in the first instance.

The Saffron Academy Trust reserves the right to seek verification of the stated home address.

A waiting list will be kept by Essex County Council until the end of the first week of the autumn term, and thereafter by the school.

As required by the law, parents have the right of appeal against any refusal to admit.

Please see www.essex.gov.uk/admissions for more information on how to appeal. Appeals should be lodged within twenty school days of the date on the letter confirming refusal. Appeals will be heard by an independent appeal panel convened by the Local Authority.

Useful Links

Please click [here](#) to view the SWCHS Admissions Policy.

Please click [here](#) for guidance from Essex County Council school admissions.

Contact numbers:

Essex School Admissions: 0345 603 2200 or admissions@essex.gov.uk

SWCHS Admissions: 01799 513030 or admissions@swchs.net