

11th November 2025



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Mark Guest

CONSULTATION ON PROPOSED AMENDMENTS TO THE 2027-28 ADMISSIONS POLICY FOR HIGH WOOD SCHOOL, DUNMOW, ESSEX (CURRENTLY KNOWN AS HELENA ROMANES SCHOOL)

Academy Trust and School details

The proposer is Saffron Academy Trust, on behalf of the school's Local Governing Body.

This proposal relates to High Wood School, Parsonage Downs, Great Dunmow, Essex CM6 2AU (currently known as Helena Romanes School).

Objections and comments

Objections and comments regarding this proposal should be sent via email to: Mr Mark Guest (CEO, Saffron Academy Trust) at enquiries@saffron.academy Consultation responses should be sent either electronically to this email address, or posted to Mr M Guest (CEO), Saffron Academy Trust, c/o Saffron Walden County High School, Audley End Road, Saffron Walden, Essex CB11 4UH.

Please note that comments are only sought on changes that are highlighted in the proposed 2027-2028 Admissions Policy. No other material changes to the Admissions Policy are being proposed.

The consultation period will end on Tuesday 6th January 2026 and all responses must be received by 23:59 on Tuesday 6th January 2026.

General correspondence should be electronic only, addressed to: Mr M Guest (CEO) at enquiries@saffron.academy

Background and reason for the proposed changes

Saffron Academy Trust (SAT), on behalf of the school's Local Governing Body, is requesting:

- **Children of staff to be moved up to Priority 2 under the Oversubscription Criteria**

We believe that raising the priority placing of this oversubscription criteria will help us to:

- Recruit excellent staff to the school, including to recruit staff to fill a vacant post for which there is a demonstrable skill shortage. This will ensure we can offer a broad and rich curriculum to our students and be compliant with the National Curriculum
 - Retain our current teachers, thus providing educational stability for our students.
- **Children of UK Service Personnel (UK Armed Forces) to be removed from the Oversubscription Criteria**

This criterion has been in place for two years. Over this time, we have had no service children apply to the school. We therefore feel that this oversubscription category is no longer relevant and therefore wish to remove this from the 2027-2028 policy.

Consultation

Statutory requirements to consult in relation to this proposal are being complied with as per the Department for Education's School Admissions Code (September 2021).

Consultation Pack

The consultation pack comprises this letter, a copy of the proposed 2027-28 Admissions Policy and a copy of the previously determined and published policy for 2026-2027.

Appendix 1

Consultation Documents have been circulated and made widely available as follows:

- Primary Schools in Essex, Braintree, Uttlesford, Bishop's Stortford and Ongar
- Secondary Schools in Essex
- All Parents/Carers at Helena Romanes School
- Published on Helena Romanes School's website
- Published on Saffron Academy Trust's website
- School Admissions at Essex County Council
- School Admissions at Hertfordshire County Council