

# Admissions Policy

Academic year 2025- 2026



**Review Date**

January 2024

**Ratified**

23 January 2024

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January 2025

**Responsible Directorate**

Education Directorate

# Our Trust

*These four critical questions make it clear who we are and what we do.  
We ask ourselves these questions to guide our work and our improvement.*

## Why do we exist?

To **transform life chances** by achieving the highest possible standards and preparing all our students to lead successful lives.

## How do we behave?

- **Hard work**  
*We are determined to see things through to the end and are resilient when faced with challenges.*
- **Integrity**  
*We do the right thing because it is the right thing to do.*
- **Teamwork**  
*We work together to help everyone succeed.*

## What do we do?

- We educate, safeguard and champion all our learners.
- We set high standards for ourselves and our learners.
- We build the powerful knowledge and cultural capital which stimulate social mobility and lifelong learning.

## How will we succeed?

1. Aligned autonomy
2. Keeping it simple
3. Talent development

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# 1. Legal Framework and Guiding Principles

1.1 Academy Transformation Trust is a multi-academy trust consisting of academies in the East and West Midlands and in the East of England. Our Trustees are the admissions authority for all our academies, and they apply all aspects of the regulations and procedures detailed in this policy fairly and equally to all those who wish to attend one of our academies.

1.2 This policy has due regard to the following legislation and any regulations thereunder:

- The *School Admissions Code* (2021)
- The *School Admission Appeals Code* (2022)
- The *Equality Act* (2010)
- The *Human Rights Act* (1998)
- The *School Standards Framework Act* (1998)

Further information on the regulations related to academy admissions can be found [here](#).

1.3 All children with an Education, Health and Care Plan (EHCP) that specifies the academy as the placement school will be automatically admitted. Information on each academy's local SEN offer can be found on that academy's website.

1.4 Where fewer applications are received than the number of places available for a relevant age group (i.e., the normal age that pupils are admitted to the academy), all applicants will be offered a place.

1.5 Where there are more applications than places for a relevant age group, the oversubscription criteria detailed at 5.1 will be used to determine which children are offered a place.

1.6 The Local Governing Body (LGB) for each academy has responsibility, on behalf of ATT's Directors, for monitoring the application of this policy to ensure fairness and consistency across our Trust.

1.7 For the purposes of this policy, working days are defined as days when the relevant academy is open to pupils.

## 2. How to Apply for a Place at One of Our Academies

- 2.1 If you are applying for a place during the normal admissions round, you should use the Common Application Form (CAF) provided by the local authority for the area in which you live (known as your home local authority).
- 2.2 The normal admissions round refers to applications to start at the academy in the appropriate age group and when other children are normally admitted. Please see [Section 3](#) for details regarding in-year admissions and [Section 11](#) for how we deal with other specific circumstances.
- 2.3 Not all local authorities refer to the application form as a CAF and many now provide the option to apply online. You should check the application process for your home local authority by visiting their website. Ensure that you submit your application either in writing or online, but not by both methods. For the purposes of this policy, this type of application process will be referred to as CAF submission.
- 2.4 The deadline for applications during the normal admissions round, to take up a place in September 2025, is:
- 31 October 2024 for admissions into Year 7 and Year 12
  - 15 January 2025 for admissions into Reception.
- 2.5 Applications received after the deadline will be treated as late applications and considered in accordance with the relevant home local authority's co-ordinated scheme. Details of this will also be available on your home local authority's website.
- 2.6 Applications submitted later than the start of the academic year (after 1 September 2025) must be submitted as an in-year admission ([see Section 3](#)).
- 2.7 For admission into any year groups other than those mentioned at 2.4, or after the deadline, see [Section 3](#) below.

## 3. In-Year Admissions

- 3.1 In-year admissions occur when an application for admission is made outside the normal admissions round. Since 1 September 2021, all in-year admissions are conducted by individual ATT academies.
- 3.2 For **all** our academies, initial applications for in-year admissions should be made directly to the academy. Applications will be considered by a panel of 3 members which consists of a senior member of staff in charge of admissions in the academy together with 2 others from amongst:

- The Local Governing Board
- Trust Leaders
- External admissions consultants.

3.3 Appropriate SEN expertise will be sought on the panel in the case of applications from pupils with an EHCP.

3.4 The details of the in-year application process are available in the In-Year Admissions Application Form available at [Appendix 3](#), or by contacting the academy directly. Academy postal addresses can be found at [Appendix 1](#).

3.5 In the case of **all in-year admissions**, applications that have been made directly to an academy for year groups other than the usual points of entry will be put to the academy's admissions authority panel to determine if places are available, or whether admissions would cause prejudice to the provision of an efficient education.

3.6 Each academy admissions panel will issue a decision on an individual admission within fifteen working days following receipt of an application.

## 4. How Many Pupils Will Be Admitted?

4.1 Each academy has set the number of pupils that will be admitted during the normal admissions round. This number is the Published Admissions Number (PAN). PAN therefore only applies to the usual points of entry in a school:

- Reception (primary school)
- Year 7 (secondary school)
- Year 12 (6th form).

4.2 If the number of applications received for an academy exceeds the PAN, the oversubscription criteria will be used to determine which pupils are allocated a place.

4.3 The PANs for our academies are listed below:

Admission into Reception	Admission Number
Iceni Academy, Hockwold	15
Jubilee Academy	30
Kingsmoor Academy	30
Beck Row Academy	45
Ravens Academy	30
Star Academy, Sandyford	30
Sun Academy, Bradwell	30
Great Heath Academy	90
North Walsall Primary Academy	30
Caldmore Primary Academy	52

Admission into Year 7	Admission Number
Bristnall Hall Academy	220
The Hathaway Academy	112
Iceni Academy, Methwold	140
Mildenhall College Academy	210
Pool Hayes Academy	200
Sutton Community Academy	170
The Dukeries Academy	168
The Nicholas Hamond Academy	168
Westbourne Academy	224
The Queen Elizabeth Academy	120

The number of places available in Year 12 for our academies is listed below. However, where an applicant meets the minimum entry requirements, we will exceed PAN if we are able to.

Admission into Year 12	Capacity
Mildenhall College Academy	220 Plus 10 external
Pool Hayes Academy	100 plus 10 external
Sutton Community Academy (Capacity 90)	80 internal plus 10 external
The Dukeries Academy (Capacity 150)	100 internal plus 50 external

## 5. Oversubscription Criteria

5.1 If there are more applications for places than there are places available, we will give preference to children according to the following criteria, in this order of priority:

- i. **Looked after children and all previously looked after children.** Looked after children are children who are either in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions, in accordance with section 22 of the *Children Act (1989)*, at the time an application for a place is made.

*All references to previously looked after children in this policy mean such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.*

- ii. **Siblings of current pupils who were on roll at the point of admission,** for the purposes of this policy, are defined as children living permanently at the same address as a child already attending the academy and either have one or both parents in common, are related by a parent's marriage or civil partnership, are adopted or fostered by a common parent, or are related children who live at the same address whose parents live as partners. These conditions must be met at the time of their admission (including for children in the sixth form).

- iii. **Children of permanent teaching and support** staff of an ATT academy who have been employed at the academy where the application for admission is made for 2 years or more at the time of application, or a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage at the same academy.
- iv. **Children who attend an ATT Primary Academy** at the time of application to join Year 7 in an ATT Secondary Academy, who are in the same geographical catchment area within the same local authority. This clause currently applies to these academies:

Local Authority	Secondary Academy	Primary Academies
Suffolk	Mildenhall	Great Heath Beck Row
Walsall	Pool Hayes	Jubilee North Walsall Caldmore
Norfolk	Iceni (Methwold)	(Iceni (Hockwold))

- v. *In the case of the Queen Elizabeth Academy (Atherstone), other children by catchment area* (as defined by Warwickshire County Council) and then by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address (employing the measuring system used by the local authority). Distances are measured *as the crow flies* (a straight-line distance) from the child’s property address point to the academy’s property address point on the site where the child will predominantly be based.

In the case of all other academies, **other children by distance from the academy**, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address (employing the measuring system used by the local authority in which the academy is situated). Distances are measured as the crow flies (a straight-line distance) from the child’s property address point to either the academy’s main reception OR the academy address point in line with the relevant local authority policy.

5.2 There are two situations which override the use of the oversubscription criteria detailed at 5.1.

- Children who have an EHCP which names a specific school must by law be offered a place at that school (see 11.5).



- In the case of applications to post-16 provision, academic entry requirements may also be considered ([see 11.4](#)).

5.3 Information regarding children of Crown servants and UK service personnel - please see [Appendix 4](#)

## 6. Application of Oversubscription Criteria

6.1 The address given on the application form will be used to assess whether another child attending the academy is living at the same address. The child's address will be compared to the addresses held in the academy's records.

6.2 The address given on the application form will be used to assess the straight-line distance between the child's property address point and the academy's property address point or academy's reception area (as applicable) for the site where they will predominantly be based, employing the measuring system used by the local authority in which the academy is situated.

6.3 Where a child lives with parents that have shared responsibility for the child, the address of the child is the home at which the child resides for the majority of the school week.

6.4 When considering applications from children of UK service personnel, the unit postal address or quartering area address will be used, provided that the application is accompanied by an Assignment Order that declares a relocation date and the address.

6.5 We will accept changes to the address up to the point of allocation (CAF submission) deadline.

6.6 If, following the application of the oversubscription criteria, two or more applicants are judged to have equal priority for the final place at an academy, random allocation will be used to determine who receives the place. Where random allocation is used, the names of the applicants will be entered into a hat and a name will be selected from the hat by someone independent of the academy.

6.7 An exception to [6.6](#) is where the applicants judged to be of equal priority live at the same address. In this case, the academy will admit them all.

## 7. When Do I Find Out Whether My Child Has Been Offered a Place?

7.1 If you have applied using the CAF, and your application was submitted by the deadline, you will receive notification from your local authority advising you of the school your child has been allocated. Notifications will be issued on:

- 3 March 2025 for Year 7 and Year 12
- 16 April 2025 for Reception

7.2 For late applications made using the CAF, you will receive a notification from the local authority advising you of the school your child has been allocated on the date specified by the local authority's policy on late applications.

7.3 Representatives of the academy or our Trust are unable to comment on any application prior to the above dates.

7.4 Once a place has been allocated at the academy, the academy's Principal will contact you to provide further details of the induction process.

## 8. What Happens if I Have Not Been Allocated a Place?

8.1 If your child has not been allocated a place at one of our academies, their name will be added to our waiting list until at least 31<sup>st</sup> of December of each year. When additional applications are received the list will be rewritten using the published criteria for oversubscription. If a place at the academy becomes available children will be admitted from the waiting list (see [Section 9](#)).

8.2 You also have the right to appeal the decision ([see Section 10](#)).

## 9. Waiting Lists

9.1 The academy will maintain a waiting list for each year group. This includes our academies with a nursery provision. Children are only added to the waiting list following an unsuccessful formal application to join the academy.

9.2 The waiting list for the normal admissions year group (relevant age group) will be cleared by the end of the first week of the spring term each year (or in the case of our academies in Suffolk, by 31 December). The waiting list for all remaining year groups will be cleared at the end of June each year. If you would like your child to remain on the waiting list after these dates, you will need to reapply for a place at the academy.

- 9.3 Children are inserted into the waiting list in order of the oversubscription criteria detailed at [5.1](#).
- 9.4 Children allocated a place at the academy in accordance with the Fair Access Protocol ([see 9.5](#)) will take priority over children on the waiting list.
- 9.5 The Fair Access Protocol is an agreement that allows hard to place children, for example, those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the waiting list. Such children are allocated places across all the academies within a local area. We are committed to participating in the Fair Access Protocol.

## 10 Appeals Against Admissions Decisions

- 10.1 If you wish to appeal against our decision not to admit your child(ren) to one of our academies, you should complete the form at [Appendix 2](#) and submit it to the address specified.
- 10.2 For applications made during the normal admissions round, the deadline for submitting an appeal is **20 school days** after the National Offer Days, which in 2025 are:
- 03 March 2025 for applications to join Year 7 or Year 12
  - 16 April 2025 for applications to join Reception.
- 10.3 Appeals will be heard within 40 days of the deadline for submitting appeals. Any late applications will be heard within this timeframe if possible, or else within 30 days of the appeal being lodged.
- 10.4 Once you have submitted your appeal form, we will acknowledge receipt of the form within five working days. We will then forward the appeal form to our admissions consultant who will organise for an appeal hearing to be heard by an Independent Appeals Panel and conducted in accordance with the School Admission Appeals Code (2022). There may be occasions when this is not possible, and in this case the Local Authority will be contacted to arrange an appeal.
- 10.5 The appeals hearing will take place prior to the end of the academic year for applications submitted during the normal admissions round. For in-year admissions, the hearing will take place within thirty working days of our receipt of the appeal.
- 10.6 You will receive at least ten working days' notice of the appeals hearing date and additional information will be provided at this time.
- 10.7 If you miss the deadline for lodging an appeal, we will try, where possible, to hear your appeal within the same timeframe as if it had been on time. However, if this is not possible, it will be heard at a later date.
- 10.8 There is no right of appeal for admissions to our nursery provision.

## 11. Exceptions and Specific Circumstances

- 11.1 We will arrange for all children of reception age allocated a place at the academy to be admitted in September full-time. You can request that the date your child is admitted to the academy be deferred until later in the academic year or that your child attend the academy part time until they reach compulsory school age. Your child must attend the academy in the final term of the academic year for which the original application was accepted.
- 11.2 **Applications for Year 3** - If your child is due to finish infant school and you would like them to attend a school where Year 3 is not the lowest year group in the academy, you should list the primary academy on your CAF and the application will be assessed as if you had made an in-year application (see [Section 3](#) for further detail).
- 11.3 **Applications for Year 12**- Applications for Year 12 can be made using the CAF, although you may also apply directly to the academy by contacting the relevant Head of Sixth Form, who will provide details on how to apply.
- 11.4 Entry to one of our sixth forms is dependent on meeting the academic requirements for your chosen courses, details of which can be obtained from the relevant academy. In a case where there are more applicants than places, the oversubscription criteria detailed at [5.1](#) will only be applied to those applicants who meet the academic requirements.
- 11.5 **EHCPs** - All children whose EHCP names the academy will be admitted. These children will be admitted irrespective of the number of pupils in the academy and before the oversubscription criteria are applied.
- 11.6 Applications for Admission Outside a Child's Normal Age Group. It is expected that children will normally be educated within their chronological year group. However, parents or carers can make a request to the academy in writing for a place outside their normal age group. This will need to include, where relevant, any supporting evidence. We will make decisions based on the circumstances of each case and in the best interests of the child concerned, in line with the School Admissions Code. This will take into account the views of the Principal. We will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain to the academy will be provided.

## Appendix 1- In Year Admissions Form Postal Addresses

Primary Admissions	In-year Admissions Form Return Address
Iceni Academy, Hockwold	Main Street, Hockwold, Thetford IP26 4LP
Jubilee Academy	Tintern Crescent, Bloxwich, Walsall WS3 2SN
Kingsmoor Academy	Ployters Road, Harlow CM18 7PS
Beck Row Primary Academy	The Street, Beck Row, Bury St Edmunds IP28 8AE
Ravens Academy	Nayland Drive, Clacton-on-Sea CO16 8TZ
Star Academy, Sandyford	Burnaby Road, Tunstall, Stoke-on-Trent ST6 5PT
Sun Academy	Cauldon Avenue, Bradwell, Newcastle-Under-Lyme ST5 8JN
Great Heath Academy	Girton Close, Mildenhall, Bury St Edmunds IP28 7PT
North Walsall Primary Academy	Derby Street, Walsall WS2 7BH
Caldmore Primary Academy	Carless Street, Walsall WS1 3RH
Phoenix Academy (Special)	Odell Road, Leamore, Walsall WS3 2ED
Secondary Admissions	In-year Admissions Form Return Address
Bristnall Hall Academy	Bristnall Hall Lane, Oldbury B68 9PA
Hathaway Academy	Hathaway Road, Grays RM17 5LL
Iceni Academy, Methwold	Stoke Road, Methwold, Thetford IP26 4PE
Mildenhall College Academy	The Hub, Mildenhall, Suffolk, IP28 7JX
Sutton Community Academy	High Pavement, Sutton-in-Ashfield NG17 1EE
The Dukeries Academy	Whinney Lane, New Ollerton, Newark NG22 9TD
The Nicholas Hamond Academy	Brandon Road, Swaffham PE37 7DZ
Westbourne Academy	Marlow Road, Ipswich IP1 5JN
Pool Hayes Academy	Castle Drive, Willenhall WV12 4QZ
The Queen Elizabeth Academy	Witherley Road, Atherstone CV9 1LZ

## Appendix 2- Admissions Appeals Form

**To be posted to:** Admissions Appeals, Academy Transformation Trust, Unit 4, Emmanuel Court, Reddicroft, Sutton Coldfield, B73 6AZ, **or e-mailed** to [appeals@academytransformation.co.uk](mailto:appeals@academytransformation.co.uk).

### Admission Appeals

On receiving an admission appeal ATT will commission an independent panel to hear the appeal, who are all both independent of the academy and the Trust. If this is not possible, the local authority will be contacted to arrange an appeal.

**Name of Academy appeal relates to:**

Click here to enter text.

### Section 1: Child's Details

**Forename (s):** Click here to enter text.

**Surname:** Click here to enter text.

**Address:** Click here to enter text.

**Date of Birth and Year Group:** Click here to enter text.

**Gender:** Male  Female

### Section 2: Your Details

**Title: (Mr, Mrs, Miss, Ms or other)** Click here to enter text.

**Surname:** Click here to enter text.

**Forename (s):** Click here to enter text.

**Relationship to Child:** Click here to enter text.

**Address:** Click here to enter text.

**E-mail Address:** Click here to enter text.

**Telephone Number:** Click here to enter text.

**Mobile Number:** Click here to enter text.

**Do you need an interpreter?** Yes  No

**If yes which language?** Click here to enter text.

**Please let us know if you have a disability or special need which would affect your ability to attend the meeting:**

Click here to enter text.

### Section 3: Oversubscription Criteria

1. Has your child a statement of Special Educational Needs or an Education, Health and Care Plan? Yes  No
2. If yes to the above: Is this academy listed on your child's plan? Yes  No
3. Is your child a looked after child or previously looked after child? Yes  No
4. Is your child classed as IAPLAC (Internationally Adopted Previously Looked After Child)? Yes  No
5. Is another child registered at the same address in attendance at the academy  
Yes  No   
If yes to the above: child's name: [Click here to enter text.](#)

If you have selected yes to questions 1, 2, 3 or 4 please provide evidence with your application.

### Section 4: Reason for the appeal

Please provide as much detail as possible and include any evidence in support of your appeal with this form.

[Click here to enter text.](#)

## Appendix 3- In-Year Admissions Form



ACADEMY TRANSFORMATION TRUST IN-YEAR ADMISSIONS FORM

Please complete this form and return to your preferred academy to request a school place

**Please note:** Only people with parental responsibility, or professionals working with the family, such as social workers, should complete this form.

### SECTION 1 – PERSONAL DETAILS OF CHILD

CHILD'S DETAILS		Current Home Address	
Surname		If you are moving house, please give your <b>new address</b> and the date of the move  Move date:	
First Name			
Middle Name(s)			
Male/Female			
Date of Birth (DD/MM/YY)			
Current Year Group			
Current or last school name and phone number	Tel:		
Date school place is required:		Is your child currently In school? Yes/No	If no, date last attended school:
Do you intend to keep your child at their current school should your application be unsuccessful		Yes/No	
Do you wish to be added to the academy waiting list if this application is unsuccessful Yes/No			



**SECTION 2 – SPECIFIC CRITERIA**

**Does your child have a EHCP (Educational Health and Care Plan)?** Yes/No

*N.B. this does not include SEN support.*

**Is your child in the care of a Local Authority or a previously looked after child\*?** Yes/No

*\*For definition, please see the admissions policy available on our website.*

*If so, please give details below.*

**Is your child classed as IAPLAC (Internationally Adopted Previous Looked After Child)?** Yes/No

**Does your child have a Social Worker?** Yes/No

*If so, please give details below.*

Name of Social Worker and contact details.	Name of Local Authority responsible for your child's care

**If your child has a sibling\*** who is **already** attending the academy which you are applying for, please give details below to clarify family connections.

*\*For the definition of **sibling** please see the over subscription criteria in our admissions policy, available on our website.*

Sibling (full names)	Date of Birth	Year Group	Date started

**SECTION 3 – ADDITIONAL INFORMATION**

If you are applying for a Year 9, 10 or 11 place, please indicate below which course options your child is studying (please indicate exam board if known and the type of qualification e.g., GCSE, BTEC etc):

Please provide a brief statement giving the reasons why you have taken the decision to change the school of your child in mid-year and why you have requested this academy in particular.

Does anyone else have **joint parental/guardianship responsibility** for this child other than the person completing the application, e.g., mother or father living at the same or a different address to the child? **Yes/No**

If yes, please give details below

Name:.....Contact Number: .....

Relationship to child: .....

Address if different to child: .....

If you **Are all parties in agreement with this move?**      **Yes/No**

would like us to liaise with a family worker or an interpreter, please give their details:

Name.....Role/Position/Relationship.....

Contact Number.....

## APPLICANT'S DETAILS AND DECLARATION

**I declare that the information contained in this application is true and I am aware that failure to provide accurate information may result in the child's offer or placement being withdrawn in accordance with paragraphs 2.12 and 2.13 of the Schools Admissions Code and also s 84 of the School Standards & Frameworks Act. I do have parental responsibility for the child I am applying for.**

**By completing and signing this application form, you will be giving your consent to share information as appropriate.**

Mr/Mrs/Miss/Ms/Other (please specify) .....

Parent/Carer name: .....

Address if different to child: .....

Relationship to child: .....

SIGNATURE: ..... Date: ...../...../.....

Landline number..... Mobile number.....

Email address (please make sure the email address is in the correct format):

Please ensure the details are correct and it is your child's permanent home address; NOT the address of a business, a relative, a friend, a childminder, a temporary address, or an address to which you hope to move.

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*Data Protection. In accordance with the General Data Protection Regulation (GDPR) and Data Protection Act (2018) we must inform you how we use this information. Academy Transformation Trust uses this information for the purposes of school admissions, in line with our responsibilities under the School Standards and Framework Act (1998).*

## Appendix 4- Children of UK service personnel and crown servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, ATT as the admission authority will:

1. Allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. As the admission authority ATT will not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
2. Use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or Quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.
3. Not reserve blocks of places for these children
4. Ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.