



Admissions Policy 2025 - 2026

Review Cycle: 1 Year – Autumn Term

Review By: Leadership Team, Qu of Ed/HR Sub-Committee

This policy is derived from the Warwickshire County Council Coordinated Admissions Scheme, Secondary School Admission Arrangements and In-Year Admissions Process and is based on the School Admissions Code September 2021

Admissions Arrangements

Applications to Alcester Academy are administered by Warwickshire County Council as part of the coordinated admissions scheme. Our agreed Planned Admission Number (PAN) for year 7 is **130**.

If we receive more applications than places available the following criteria will be used:

Please note: Children with an Education, Health and Care Plan (EHCP) that names a school must be admitted first. In this event the number of places that remain for allocation will be reduced.

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order);
2. Children living in the priority area who will have a sibling at the school at the time of admission;
3. Other children living in the priority area;
4. Children of staff employed
 - 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;
5. Children living outside of the priority area who will have a sibling at the school at the time of admission;
6. Other children living outside of the priority area

Priority Area - Alcester Academy's priority area can be found on the Warwickshire County Council Admissions Website [here](#).

Appeals

Parents are informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference where they have received a refusal.

Appeals can be lodged on the [Warwickshire School Appeals website](#).

Waiting Lists

The waiting list will be held by Warwickshire County Council who administers the process for Alcester Academy. The waiting list is ranked according to our over subscription criteria. The waiting list does not take into account the date individual applications were received or the length of time a child has been on the list.

Offers from the waiting list will be made in reallocation rounds as outlined in the relevant timetable. When a place becomes available it will be allocated to the child at the top of the waiting list on the date of the reallocation round.

In-Year admissions

Parents should apply for a school place online [here](#). In year admissions are dealt with by Warwickshire County Council in accordance with their In-Year Admissions Process.

Fair Access Protocol

Some applications may need to be considered under Warwickshire County Council's 'Fair Access Protocol' (FAP). This will apply to some children when it has not been possible to secure a school place for them through the normal in-year admissions process.

If a child's application is being considered under the FAP then the parent or carer will be notified of this as soon as possible after submitting the application.

Definitions of the admissions criteria:

Sibling

Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; or the child of a parent's partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

Children of staff

Staff are employees of the school who meet the criteria listed above

Definition of home address

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Priority within each oversubscription criteria

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school (shortest distance = highest priority).

Distance will be calculated by using the straight-line measurement from the address point location coordinate of the applicant's home address (as set out by Ordnance Survey) to the centre point (centroid) of the school. The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

Under Age and Over Age applications

Under the Admissions Code 2021:

[School admissions code 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91222/school-admissions-code-2021.pdf)

Parents may seek a place for their child outside of their normal age group. The application will be considered alongside all other applications in accordance with Alcester Academy's Admissions Policy. The school will consider a variety of factors when making this decision, including (but not limited to); size of year cohort and teaching groups, distribution and numbers of SEND pupils, health and safety requirements etc.

Consideration will be made on the circumstances of each case and the best interests of the child concerned. The school will take account of the parent or carer's views, information about the child's academic, social and emotional development and where

relevant their medical history. The views of a medical professional, for example GP or Educational Psychologist, whether they have previously been educated outside of their normal age group and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When informing a parent of their decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision. Where the application is refused the parent has a right to an appeal against the refusal of a place, unless the child has been offered a place in another year group in the school.

Requests for a child to be educated out of year group must be made in line with the relevant deadline for making an application for the child's normal year group to Warwickshire LA. As an example, where a child should chronologically be transferring to secondary school in September 2025, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2026) is 31st October 2024. Requests received after this deadline by Warwickshire LA may not be given consideration until after National Offer Day on 1st March 2025.

Parents should also submit an appropriate chronological entry application for their child, as this will ensure that the child does not miss out on a school place in the normal age group if the request is not agreed by the admission authority. Part of this process requires the views of the Head to be considered, so parents should take all reasonable steps to ensure that they have discussed their request with the Head. It is unlikely that an incomplete request form will result in a request for a child to be educated out of year group being agreed. An agreement for a child to be educated out of year group is **not** a guarantee of an offer at a school.

Signed: _____ Chair of Governors

Signed: _____ Headteacher

Date: _____

(ratified by the Full Governing Body on 6th February 2024)