



## **ADMISSIONS POLICY**

(Applicable to year of entry 2026 / 27)

Policy Author	GS
Responsible Governors' Committee	Teaching & learning
Date established	2013
Frequency of Review	1 Year
Date of last Review	December 2024
Date approved by Governors	December 2024
Date of next review	Autumn 2025

## **POLICY OUTLINE**

The Governing Body of Shipston High School is the admission authority for the academy. Shipston High School admission arrangements are part of the Warwickshire County Council co-ordinated scheme.

The academy fully adopt the Warwickshire Local Authority policy on admissions. You can view the Warwickshire admissions information at <http://www.warwickshire.gov.uk/admissions>. This website covers both September and in year transfers to the academy.

## **PURPOSE**

The purpose of this policy is to state the academy's policy for admissions into year 7 and in year access to years 7-11.

## **IMPLICATIONS OF POLICY**

This policy provides compliance with the requirements laid out by the Department of Education Schools Admission Code December 2014.

### **Years 7 to 11 – September 2026 entry.**

All admissions to Shipston High School are administered by the Local Authority (WCC).

For 2026 entry, the Published Admission Number will be 150 in year groups 7, 8 & 9, and 120 in years 10 & 11:

Year 7:	150 places
Year 8:	150 places
Year 9:	150 places
Year 10:	120 places
Year 11:	120 places

Details of the School's Priority Area can be found on the Warwickshire County Council Website <http://www.warwickshire.gov.uk/admissions>

In the event of more applications than places being available (Planned Admission numbers as above for each year group), the following oversubscription criteria will be used.

**Please note that children with a statement of Special Educational Needs that names a school must be admitted. 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 (under Section 22 of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted or became subject to a Residence Order or Special Guardianship Order.**
- 2. Children living in the priority area given in the area booklet who will have a brother or sister at the academy at the time of admission.**
- 3. Other children living in the priority area given in the area booklet.**
- 4. Children from outside the priority area who will have a brother or sister at the academy at the time of admission.**
- 5. Other children living outside the priority area.**

Within each criterion, priority is given in order of distance between the child's home and school. (Shortest distance = highest priority).

Distance will be calculated by the straight line measurement from the centre of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of Shipston High School. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County boundary.

## **Appeals**

Parents will be informed by their home authority of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed, but not allocated, even if it was a lower preference than the one offered. Appeal forms are available from the Local Authority.

## **Waiting Lists**

These will be held by the Local Authority, who administer the admissions process for Shipston High School, as detailed in the Secondary Schools in Southern Area Admissions booklet available from Warwickshire County Council.

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting list as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to the waiting list and the amount of time a child has been on a school's waiting list is irrelevant.

Waiting lists for year 7 will be held until the end of the autumn term. The parents of all children on the list will then be contacted and asked if they wish their child to remain on the list. Parents must respond within the relevant timescale. If they do not register their continued interest the child will be removed from the relevant list.

## **In-Year Admissions**

Parents should apply directly to Warwickshire County Council.

Upon receipt of an application, meetings will be established within the academy to gauge the academy's ability to meet needs additional to those shown within any statement of Special Education Needs. This particularly relates to behavioural concerns where the academy believes that the transfer is being requested to avoid permanent exclusion from a previous school/academy. Where this occurs, the academy will seek to secure transfer as a ten week trialled Managed Transfer in conjunction with either the home school/academy or through the Area Behaviour Partnership.

## **In year Fair Access Protocol**

Shipston High School adopts Warwickshire County Council's Protocol.

## **Definitions applying to the criteria**

**Looked after children:** Children in the care of, or provided with accommodation by a local authority (under section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence Order or Special Guardianship Order)

**Sibling i.e. brother or sister attending the school at the time of admission:** Sibling is defined in these arrangements as a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister or the child of parents' partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

**Definition of Home Address:** Where the child normally resides/sleeps when he/she attends school. Addresses involved in child minding arrangements (professional or with relatives) are excluded. Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address, that place is liable to be withdrawn.

**Separated Parents:** Where a child lives with two parents in separate addresses, the qualifying address will be the one where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents themselves will need to nominate which address they wish to be the child's main address for school admission purposes.

In the event of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make single applications with which both are in agreement.

### **Admissions above PAN**

Children with a statement of Special Educational Needs that names the school will be admitted.

If the school is full in a particular year group, a place can be offered provided that:

- a) no other applicants have been refused places in the same year group - wherever they live
- b) the child is living or moving into the school's priority area (proof of address will be required)
- c) the local authority and the school's admission authority are in agreement.

Due to the operation of a waiting list, it is not normally possible to offer additional places as other applicants will have been refused places in the same year group. However, if the Local Authority and the school's admission authority agree, then all applicants on the waiting list, or groups of children falling under a particularly high criterion (such as out of area with siblings) **may** be offered a place.

### **Admission above PAN for Looked After Children.**

Except where a child is placed in an emergency, no care placement should be made without the education element being satisfactorily arranged. Where the placement has had to be made in an emergency and education has not been secured, or where educational provision breaks down, the Local Authority will secure an educational placement.

### **Under Age and Over Age Applications.**

Shipston High School have adopted Warwickshire County Council's policy in that all children should be educated within their appropriate age group. In rare cases where it might not be appropriate for a child to be educated in the normal year group, a detailed consideration of the child's physical, emotional and social maturity will be made before any decisions are made by the Headteacher.

### **Children of UK Personnel (UK Armed Forces).**

For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official Government letter which declares a relocation date and Unit postal address or quartering area address which can be used for the allocation against the relevant oversubscription criteria.

**Late Applications.**

Late applications will only be considered after the applications received by the closing dates (on –time applications).

**Late Applications due to an impending move.**

Offers of places will take account of a future move involving the child's address only if it can be confirmed i.e. if parents can provide independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house.

**Applications**

All applications must be submitted to the LA in accordance with their outlined procedure and by the date specified.

ALL SCHOOL PLACES ARE OFFERED ON THE BASIS THAT THE INFORMATION PROVIDED IS CORRECT. THE SCHOOL RESERVES THE RIGHT TO WITHDRAW ANY OFFER ON THE BASIS OF A FRAUDULENT OR INTENTIONALLY MISLEADING APPLICATION.