



Admissions Policy 2024-2025

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. 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 (EHC) that names a school will 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 brother or sister 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).

Signed: _____ Chair of Governors

Signed: _____ Headteacher

Date: _____

(ratified by the Full Governing Body on 28th March 2023)