



# **Admissions Policy 2026 - 2027**

**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 Published Admission Number (PAN) for year 7 is **130**.

Applications from Warwickshire residents should be made using Warwickshire's online application system, via the Warwickshire Admissions webpage. Applicants who reside outside of Warwickshire should apply via their home local authority if applying for a place at the school to start in Year 7 in September 2026, or via the Warwickshire Admissions webpage for any other admissions.

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. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children living in the priority area who will have a sibling at Alcester Academy in Years 8 to 11 at the time of admission in September 2026;
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 as determined by a resolution of the Academy Trust (defined as a post which the school has had difficulty in filling. An example might be where the school has taken part in a recruitment drive to fill the post either across the country or worldwide and/or where the post was not filled at the first attempt).
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](#).

Parents can find whether they reside in Alcester Academy's priority area by using the calculator which can be found on the Warwickshire County Council website by visiting: <https://www.warwickshire.gov.uk/school-transport/nearestpriority-areaschool-calculator>.

**Summer Born Children** – This is defined by the Admissions Code, 2021 as 'all children born from 1 April to 31 August. These children reach compulsory school age

on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.'

### **Appeals**

Parents are informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal against any decision to refuse to admit their child.

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

### **Waiting Lists**

Children will automatically be added to the waiting list held by Warwickshire County Council if an application listed Alcester Academy as a higher preference than the school allocated. Waiting lists are ranked according to the relevant oversubscription criteria above and will not take into account the date individual applications were received or the length of time a child has been on the list. Waiting lists are held until at least 31 December of each school year of admission and any new child added will require the list to be ranked again in line with the published oversubscription criteria.

### **Priority within each oversubscription criteria**

Where applicants are allocated the same oversubscription criteria, priority is given in order of distance between the child's home address and the school, with the shortest distance being given highest priority. Distance is measured from the child's home to the centroid of the school in a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (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).]

### **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).

### **Tie Break**

Where the distance from home to school is identical for two or more applicants within the same oversubscription criteria individual priority will be determined by random allocation using a random number generator. The allocation will be carried out by two officers of Warwickshire County Council's Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

### **Under Age and Over Age applications**

Under the Admissions Code 2021:

[School admissions code 2021 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/901212/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 a decision taken on the basis of 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 2026, but the family wishes to defer entry for a year, the deadline to make such a request (for entry in September 2027) is

31<sup>st</sup> October 2025. Requests received after this deadline by Warwickshire LA may not be given consideration until after National Offer Day on 1<sup>st</sup> March 2026.

It is also recommended that parents should also submit an appropriate chronological entry application for their child in case 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. This form can be found on the Warwickshire County Council website: [WCCC-1990003847-3882.docx](#) or a hard copy can be requested by telephoning the school reception.

Signed: \_\_\_\_\_ Chair of Governors

Signed: \_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

(ratified by the Full Governing Body on 4<sup>th</sup> September 2025)