

DRAFT POLICY 2025/2026

Ormiston Academies Trust

Ormiston Forge Academy

Admissions policy

Policy version control

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Description of changes	<p>This policy has been totally reviewed and updated by StoneKing, with specific/key changes listed below for reference:</p> <ul style="list-style-type: none"> ▪ 1.1.4 - OAT being the admissions authority ▪ 2.1 - Nursery admissions and Primary admissions rather than 'Early Years' ▪ 2.8.2 - Multiple births in the same year group ie twins ▪ 2.9 - Eligibility criteria ▪ 2.11.1 – Withdrawing a place/offer ▪ 2.12 – Determining arrangements and consultation ▪ 2.13 - Admissions outside normal age group ▪ 2.14 – Complaints about admissions arrangements ▪ 4 – Primary admissions (all sections) ▪ 5 – Secondary admissions (all sections) ▪ 6 – Sixth form admissions (all sections)

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1. Policy statement and principles

1.1. Policy aims and principles

- 1.1.1. This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.
- 1.1.2. This policy details the academy's arrangements for admissions and will apply to all admissions for the academic year 2025/2026. This includes in-year admissions within this period.
- 1.1.3. Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicised [detail where these can be found]. Arrangements for visits outside these dates can be made through the academy office [insert contact details].
- 1.1.4. Ormiston Academies Trust (OAT) is the admissions authority and will consult on the admissions arrangements at least once every seven years, or if there are proposed changes to the admission arrangements which require consultation.
- 1.1.5. As the admission authority, OAT delegates the workings of the admissions process to the academy.
- 1.1.6. This policy is consistent with all other policies adopted by OAT/the academy and is written in line with current legislation and guidance.

1.2. Monitoring and review

- 1.2.1. This policy will be reviewed annually or in the following circumstances:
- Changes in legislation and/or government guidance
 - As a result of a major change in circumstances
 - As the result of a decision of an Adjudicator
- 1.2.2. If there are urgent concerns these should be raised to the [insert responsible person] in the first instance.

2. Academy admissions

- 2.1. The academy admits children between the ages of [insert age range]. The main intakes are: [delete those that do not apply]
- Nursery¹

¹ Details of entry to the academy's nursery provision are set out in a separate document
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- Primary
- Secondary
- Sixth form

2.2. We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

2.3. Definitions

2.3.1. The academy uses the following definitions when applying this policy: [add, amend or delete any definitions that are not applicable to a particular academy's admissions criteria]

2.4. Distance

2.4.1. This is the straight-line distance between the academy's main gate and the child's home address (front door).

2.4.2. [add reference to the measuring system used – probably LA computerised system for ordinary admissions. A different system may be used for in-year admissions (particularly if the academy does not partake in LA co-ordination for in-year admissions)]. Where two dwellings have the same front entrance, the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

2.5. Dual address

2.5.1. Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed, the address used to register the child with a doctor will be used.

2.6. Catchment area

2.6.1. [Insert details of the academy's catchment area. If you state your catchment area in your operating system criteria, please ensure you include your catchment area description here].

2.7. Feeder schools

2.7.1. [Insert details of the academy's feeder schools if applicable].

2.8. Siblings

2.8.1. A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step-brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the resident's order
- Another child living in the same household where the adult has parental responsibility

2.8.2. In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one

application and for a relevant year group the Published Admissions Number (PAN) will be increased accordingly.

2.9. Eligibility criteria

2.9.1. Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom.

2.10. Waiting list

2.10.1. If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

2.10.2. The academy will maintain a waiting list until 31 December 2025 following the main academy intake. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received, or the date when they were added to the list.

2.11. Withdrawal of a place

2.11.1. The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if the offer is withdrawn on the basis of misleading information the application will be considered afresh and a right of appeal offered if an offer is refused

2.11.2. The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case, then the academy will decide whether to withdraw the place based on the circumstances, including the length of time the child has been at the academy.

2.12. Determining arrangements and consultation

2.12.1. Admissions arrangements will be determined annually by the academy's local governing body (LGB), this will happen even if there are no changes from previous years and a consultation is not required.

2.12.2. If the academy changes any significant aspect of the admissions procedure, then the OAT Board will be informed prior to making changes and prior to the beginning of the consultation process. Any significant changes proposed by the academy must be approved by the OAT Board.

2.12.3. The academy will consult on admissions arrangements when changes to the academy's arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year, there is no requirement to consult, subject to the

requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

2.12.4. The academy will publish any consultation for admissions on its website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation, then these will be sent to the OAT Board. Any subsequent changes will be made in consultation with the OAT Board.

2.12.5. Once the academy's admissions arrangements have been determined it will notify the appropriate bodies and publish a copy of the determined arrangements on its website.

2.13. Admission of children outside their normal age group

2.13.1. Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, [insert name and contact details]. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

2.13.2. The decision whether a child is admitted outside of their normal age group will be made on a case-by-case basis by the academy's LGB and any decision will be in the best interests of the child concerned. A panel of at least three governors will consider the admission request based on:

- The child's academic development
- The child's social and emotional development
- Views of the parents and principal
- Medical history and/or views of a medical professional, where relevant; and
- Any additional relevant information available

2.13.3. The panel will have to be satisfied that the child would be able to cope with the work of the year applied for **and** that the child would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application, parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

2.13.4. Once the LGB has made a decision, the parent can then apply for admission of their child to the academy using the process detailed in this policy. Where no place is offered, parents have a statutory right to appeal against the refusal of a place, however this right does not apply if the child is offered a place at the academy even if it is not in their preferred age group.

2.14. Complaints about admissions arrangements

2.14.1. Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code/relevant legislation relating to admissions. The deadline for any such complaint is 15 May in the year before the arrangements are to apply.

2.14.2. Complaints about the appeals panel can be made to the Secretary of State.

3. Nursery admissions

[Delete section if not applicable and click the relevant link to update contents page]

“Details of the admission process for the Academy’s [nursery][pre-school] provision can be found on its website. Please note that if your child is in the nursery provision of the academy, you will still need to apply for admission to Reception as detailed in the following section” – you could insert the link

4. Primary admissions

[Delete section if not applicable and click the relevant link to update contents page]

The process detailed in this section is for admissions for primary admissions. For further information on this process please contact [insert name, job title and contact details].

4.1. Number of spaces (PAN)

- 4.1.1. The academy has a PAN of [insert number] for admission to Reception.
- 4.1.2. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the academic year) will not contain more than 30 children with a single teacher, unless they are admitted under limited exceptional circumstances as detailed in the Schools Admissions Code.

4.2. Application process

- 4.2.1. Applications for the [insert year] academic year begins [insert date].
- 4.2.2. To apply you need to complete the local authority’s (LA) Common Application Form (CAF) and submit this directly to the LA by the deadline, 15 January [2025]². [Insert details of how to get the form and more information on the process, plus a link to the LA website]. [If your academy has a nursery setting – Existing children in the nursery are also required to apply using the CAF for entry to the primary].
- 4.2.3. All offers of primary places will be made through the local authority (LA). The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the primary national offer day (16 April or the next working day).

4.3. Deferred Entry and Part Time Attendance for Children below Compulsory School Age

- 4.3.1. **A child may start at the academy in the academic year in which they reach the age of 5.** Where the child has not yet reached compulsory school age (5 years old), the child is entitled to a full-time place and parents may choose for their child to attend full time. Alternatively, parents may choose for their child to attend part time until their child attains compulsory school age. If parents do not consider their child is ready to start school, then they may defer entry altogether to later in the school year but not beyond the point at which the child reaches

² Please note that the CAF is required to be returned to the local authority in the area that you live.
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compulsory school age or not beyond the beginning of the final term in the school year (whichever is the sooner). Where deferral is chosen by the parent, the place will be held and not offered to another applicant.

- 4.3.2. Summer born children (which refers to children born from 1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted – this will be the point at which other children in their age range are beginning Year 1. The place will be held and not offered to another applicant.
- 4.3.3. In the event of a decision to defer for the entire reception year, should the parent wish their summer born child still to be admitted to reception, rather than with their normal age group into Year 1, they may request that the child is admitted out of their normal age group. Please note that a fresh application for admission will need to be made and will be processed in accordance with the academy's admission arrangements. It is possible that the child may not be offered a place in the subsequent admission process.
- 4.3.4. Discussions with the academy are strongly recommended prior to making a decision to defer entry for an entire year **and** to be admitted to reception in September [2026].

4.4. Admissions criteria

- 4.4.1. Any parent may apply for a place at the academy for their child who is of compulsory school age.
- 4.4.2. If the number of applications is less than the number of spaces, then all children will be offered places.
- 4.4.3. Where a child has an Education Health and Care Plan (EHCP) which names the academy, that child will be admitted and the number of available places reduced accordingly.

4.5. Oversubscription criteria

- 4.5.1. If the academy is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:
 - 4.5.1.1. Looked After Children and Previously Looked After Children, including those children who appear to the academy to have been in state care outside of England and ceased to be in state care as a result of being adopted.³ A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989). Previously Looked After Children are those who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after.

³ A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Please insert any relevant oversubscription criteria as the academy wishes, provided it accords with the School Admissions Code. The sibling example and distance criterion is listed below.

4.5.1.2. Children with a sibling attending the academy at the time of application. Sibling is defined at paragraph 2.8 of this policy.

4.5.1.3. Other children by distance from the academy, with priority for admission given to children who live nearest to the academy as defined in section 2.4 of this policy.

4.5.2. If there are not enough places to satisfy all applications under any one criterion, priority will be given to a child in accordance with proximity to the academy as per 4.5.1.3. Where two or more applicants live an equal distance from the academy and it is not possible to differentiate between them, priority will be determined by a random allocation process. This process will be independently verified by someone independent of the academy and OAT.

4.6. In-year admissions

4.6.1. Applications for in-year admissions are accepted and will be processed on a case-by-case basis in accordance with these published admission arrangements. In-year admissions forms can be obtained from [detail how these can be obtained].

[The LA co-ordinates the academy's in-year admissions, and any application for an in-year admission will need to be made through the LA]

[The academy co-ordinates its in-year admissions. Any in-year admission application will be considered by the academy and processed in accordance with the determined oversubscription criteria where applicable.]

4.6.2. The academy will participate in the LA's Fair Access Protocol. Children included in the Fair Access Protocol⁴ will take precedence over those held on the waiting list. Once a child has been identified for admission to the academy under the Fair Access Protocol, the academy will notify the local authority within seven calendar days of the decision to accept or refuse the child's admission.

4.6.3. If the academy refuses entry, the LA may request a direction from the Secretary of State that the academy admits the child. The decision of the Secretary of State will be binding upon the academy.

4.7. Unsuccessful applications

4.7.1. The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details. Any appeal is before an independent admissions appeal panel.

4.7.2. A timetable for organising and hearing appeals will be set and published on the academy's website by 28 February each year for the normal admissions round. The academy will inform OAT's Head of Governance of any admissions appeals.

⁴ Fair Access Protocols may only be used to place vulnerable and/or hard to place children
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- 4.7.3. A child is allowed to be on the academy waiting list while an appeal is lodged, and the appeal will not affect their position on the list.

5. Secondary admissions

[Delete section if not applicable and click the relevant link to update contents page]

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact [insert name, job title and contact details].

5.1. Number of spaces (PAN)

- 5.1.1. The academy has a PAN of [insert number] for admission to Year 7.

5.2. Application process

- 5.2.1. Applications for the [insert year] academic year begins [insert date].
- 5.2.2. To apply you need to complete the local authority's (LA) Common Application Form (CAF)⁵ and submit this directly to the LA by the deadline, 31 October 2025. [In addition you need to complete the academy supplementary information form - and submit this directly to the academy by the deadline, 31 October 2025 - if *relevant otherwise delete*]. [Insert details of how to get the forms and more information on the process, a link to the LA website and who to contact for more information].
- 5.2.3. Late applications will not be considered until all other applications have been reviewed.
- 5.2.4. All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the LA has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

5.3. Admissions criteria

- 5.3.1. Any parent may apply for a place at the academy for their child.
- 5.3.2. [Insert any specific admission criteria under which applications are considered for secondary applications if applicable – for example if the academy is partially selective then the criteria for places must be clearly set out].
- 5.3.3. If the number of applications is less than the number of spaces, then all children will be offered places.
- 5.3.4. Where a child has an Education Health and Care Plan (EHCP) which names the academy, that child will be admitted and the number of available places reduced accordingly.

⁵ Please note that the CAF is required to be returned to the local authority in the area that you live.
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5.4. Oversubscription criteria

5.4.1. Where the academy receives more applications than there are places available, priority for admission will be given to those children who meet the oversubscription criteria set out below.

5.4.1.1. Looked after children and Previously Looked After Children. including those who appear to the academy to have been in state care outside of England and ceased to be so as a result of being adopted⁶. A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989) Previously Looked After Children are those who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

5.4.1.2. [Insert the academy's oversubscription criteria]

5.4.2. If there are not enough places to satisfy all applications under any one criterion, priority will be given in accordance with proximity to the academy **as per criterion**. Where two or more applicants live an equal distance from the academy and it is not possible to differentiate between them, priority will be determined by a random allocation process. This process will be independently verified by someone independent of the academy and OAT.

5.5. In-year admissions

5.5.1. Applications for in-year admissions are accepted and will be processed on a case-by-case basis in accordance with these published admission arrangements. In-year admissions forms can be obtained from **[detail how these can be obtained]**.

[The LA co-ordinates the academy's in-year admissions, and any application for an in-year admission will need to be made through the LA]

[The academy co-ordinates its in-year admissions. Any in-year admission application will be considered by the academy and processed in accordance with the determined oversubscription criteria.]

5.5.2. The academy will participate in the LA's Fair Access Protocol. Children included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a child has been identified for admission to the academy under the Fair Access Protocol, the academy will notify the local authority within seven calendar days of the decision to accept or refuse the child's admission.

5.5.3. If the academy refuses entry, the local authority may request a direction from the Secretary of State. The decision of the Secretary of State will be binding upon the academy.

⁶ A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

5.6. Unsuccessful applications

- 5.6.1. The academy will inform the child's parents if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details. Any appeal is before an independent admissions appeal panel.
- 5.6.2. A timetable for organising and hearing appeals will be set and published on the academy's website by 28 February each year for the normal admissions round. The academy will inform OAT's Head of Governance of any admissions appeals.
- 5.6.3. A child is allowed to be on the academy waiting list while an appeal is lodged, and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

6. Sixth form admissions

[Delete section if not applicable and click the relevant link to update contents page]

The process detailed in this section is for admissions to the sixth form. For further information on this process please contact [insert name, job title and contact details].

6.1. Number of spaces

- 6.1.1. The academy has a PAN of [insert number] external applicants per year. This is the minimum number of external applicants who may be admitted to the academy's sixth form.

6.2. Application process

- 6.2.1. Applications for the [insert year] academic year begins [insert date]. The closing date for applications for this year is [insert closing date].
- 6.2.2. To apply you need to complete the Common Application Form (CAF)/academy's form and submit this directly to the academy by the deadline [insert details of how to get the form, where to send it and who to contact for more information]. The academy will contact the student applying directly about the outcome of their application by [insert date]. [Clearly explain differences between applications for existing academy students and those who are transferring from another school/academy if there are any].
- 6.2.3. Late applications will only be considered where there is a surplus of places in the academy/course(s) applied for once the oversubscription criteria has been applied.
- 6.2.4. Admission, where successful, is to the Sixth Form, not to a guaranteed specific course of study.

6.3. Selection criteria

- 6.3.1. All internal candidates seeking transfer to our sixth form, and all external candidates seeking admission to our sixth form, will need to have the same minimum academic qualifications for entry, which are [specify GCSE grades including any specific requirements regarding English and Mathematics].

6.4. Oversubscription criteria

- 6.4.1. If the academy receives more applications that meet the selection criteria above than there are available places, priority for admission for external applicants will be in line with the oversubscription criteria set out below:

6.4.1.1. Looked after children and Previously Looked After Children including those students who appear to the academy to have been in state care outside of England and ceased to be in state care as a result of being adopted.⁷ A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989). Previously Looked After Children are those who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

6.4.1.2. [Insert the academy's oversubscription criteria]

6.4.2. [Insert tie-breaker criteria to decide between two applications that cannot be otherwise separated – this must be effective, clear and fair].

6.5. In-year admissions

- 6.5.1. Applications for in-year admissions are accepted and will be processed on a case by case basis in accordance with these published admission arrangements.
- 6.5.2. In-year admissions forms can be obtained from [detail how these can be obtained].
- 6.5.3. If the academy refuses entry, the local authority may request a direction from the Secretary of State. The decision of the Secretary of State will be binding upon the academy.

6.6. Unsuccessful applications

- 6.6.1. The academy will inform the student and the applicant's parent if a decision has been made to refuse the offer of a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.
- 6.6.2. For sixth form applications both the student and the parents have a right of appeal against a decision to refuse an offer of a place. Any appeal is before an independent admissions appeal panel.

⁷ A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.