



City of
Stoke-on-Trent

Information for parents

Secondary Schools

2025-2026



Apply on-line for school places stoke.gov.uk/admissions

stoke.gov.uk/education

Introduction



Delyth Mathieson
Assistant Director - Education & Family Services

It is important to secure the right secondary school place for your child. It needs to be somewhere which will meet both your child's and the wider family needs. For many families, that means the local school, but it is your right to express a preference for a place at any secondary school and places are allocated according to published criteria.



In deciding on your preferences, I would encourage you to take a look at the range of schools available in this prospectus. It is also a good idea to visit schools you are interested in – many of them hold special open events to enable you to have a look around and ask any questions you have. Schools also set out considerable information on their websites.



Where a family is unsuccessful in achieving one of their preferences, their child will be offered a place at another school. I would therefore recommend putting forward as many preferences as possible.

This document explains what you need to do in registering your preferences – and it tells you about the options open to you if you don't get your preferred place.

Applications should be made online at stoke.gov.uk/admissions or by completing an application form by **31 October 2024**. You will be informed of the outcome on National Offer Day **3 March 2025**. Staff in the Admissions and Transport Team can be contacted on **01782 234598** to provide assistance if you have any queries on making this application.



Delyth Mathieson
Assistant Director - Education & Family Services

The information contained in this booklet was accurate at the time of publication. Parents should refer to the website stoke.gov.uk/admissions for the latest information.

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The deadline for applications for a place at secondary school in Stoke-on-Trent for 2025 is **31 October 2024**.

Applications received after this deadline will be processed as soon as possible, but parental preferences expressed by the deadline will take priority.

What types of school are available in Stoke-on-Trent?

Your child will transfer from a primary to a secondary school in the September after his/her eleventh birthday. Our secondary schools are comprehensive and cater for both boys and girls. No child is offered or refused a place on the basis of general level of ability. The only exception to this is St. Joseph's College, which is a selective school.

Academies

These are state-funded independent schools.

- Birches Head Academy
- Co-op Academy Stoke-on-Trent
- Co-op Academy Florence MacWilliams
- Haywood Academy
- Ormiston Horizon Academy
- Ormiston Meridian Academy
- Ormiston Sir Stanley Matthews Academy
- St. Joseph's College
- St. Margaret Ward Catholic Academy
- St. Peter's CofE Academy
- St. Thomas More Catholic Academy
- The Discovery Academy
- The Excel Academy Stoke-on-Trent
- Thistley Hough Academy
- Trentham Academy

Schools in Other Local Authorities

Admissions policies for other local authority schools can be found on the relevant website. For example, schools in Staffordshire can be found on their website staffordshire.gov.uk/admissions

Parental Responsibility

An application for a school place can only be made by someone with "parental responsibility" for the child. The Children Act of 1989 requires schools to know who has "parental responsibility" for each child. This helps to ensure that everyone who has parental responsibility for a child is consulted about important decisions, even if s/he does not live with the child.

Mothers always have parental responsibility, unless removed by the court. Fathers also have parental responsibility if married to the mother (and this carries on after any divorce/separation or re-marriage even if the child lives apart from them).

Fathers named on the birth certificate, whether married or not, have parental responsibility.

Unmarried fathers, step-fathers and other relatives who look after a child can obtain parental responsibility by applying to the court, but do not qualify automatically.

Please help the school to collect this information. If any changes occur in your family life, or if orders are made under the Children Act which affect your child, please tell the school.

If you need help with this matter, the Education Welfare Officer attached to the school will be pleased to assist.

Applying for a place at Secondary School

How do I apply for a school place?

You can complete an application form on behalf of your child. Applications will not be processed where there is a parental / guardian dispute in relation to the school(s) to be applied for.

You can apply for a Year 7 school place in a Stoke-on-Trent school from 2 September 2024. If your child is in Year 6 and you live in the city, you should apply on-line at [School admissions | Stoke-on-Trent](#). You should have received a letter to use with this application.

Benefits of applying on-line are:

- You will get an instant email confirmation that your application has been received;
- You will be notified of the outcome of your application by email on **3 March 2025**;
- You may edit your preferences on-line any time before the closing date of **31 October 2024**.

If you are applying for a church-aided school or faith-based academy, additional information such as **baptism certificate / faith reference** will be required. This must be forwarded separately. Please refer to the individual admissions policies for faith schools to confirm which additional information is necessary.

Please note: The required additional information relating to applications on faith grounds must be supplied. Failure to do so will affect the admissions criteria under which your application is considered.

If you prefer to complete a paper copy of the application form please contact us on **01782 234598**. If you have completed a paper form, please return this to the child's current school (if they attend a Stoke-on-Trent primary school). We strongly advise that you obtain a receipt from the school and keep this safe. Alternatively, you can return the form to the Admissions Team at the address on the back page of this document. Again, we strongly advise you obtain proof of posting.

You can include up to five school preferences on your application. All preferences will be treated equally and if we are able to offer you more than one of your schools, we will offer you the school that is ranked highest on your application form.

If you only include one school preference and we cannot offer you this school due to oversubscription, we will offer you a place at the nearest school with a vacancy after all parents' preferences have been considered.

Including fewer schools on your application form may disadvantage you.

Naming the same school more than once on an application form does not increase the chances of being successful. Instead, it will reduce your opportunity to secure a place at a second or third preference.

Transferring at Year 10 to a UTC (Universal Technical College)

A range of educational options are available to children at Key Stage 4 (from Year 10). Of course, your child can remain in his/ her current school and no further action is needed. However, you can explore other options that are available from the beginning of Year 10. We recommend a discussion with the careers advisor at your child's current school, prior to making any decision to apply elsewhere.

Such establishments in our region are noted below and further information is available from their websites.

- JCB Academy, Rocester www.jcbacademy.com
- Crewe Engineering and Design UTC, Crewe www.utccrewe.co.uk
- Derby Manufacturing UTC, Derby www.derbymanufacturingutc.co.uk
- Thomas Telford University Technical College
www.thomastelfordutc.com

These schools can be contacted directly for advice on their admissions process, open days, the availability of places, etc. Details of other similar colleges are available at www.utcolleges.org



Education, Health and Care Plans

If your child has an Education, Health & Care Plan (EHCP), an annual review meeting will be held in the summer term of the year before they are to transfer, to ensure planning and preparation are in place for a smooth transition.

The SEN Policy and Inclusion Strategy set out the policy, principles and priorities on which arrangements for SEN are based. These documents can be found on our website [SEND Local Offer – SEND Local Offer \(stoke.gov.uk\)](http://stoke.gov.uk)

If your child has an Education, Health & Care Plan, it will need to be amended to name the school your child will attend. The annual review in the summer term, prior to their transfer a year later, will give you the opportunity to express a preference for the school you want your child to attend.

We must take into account your preference providing:

- the school is suitable for the child's age, ability and aptitude or the Special Educational Needs of the child
- the child's attendance is not incompatible with the efficient education of other children in the school; and
- the placement is an efficient use of the local authority's resources.

It is generally expected that, if your child has made progress in a mainstream primary school, s/he will be able to make progress in a mainstream secondary school.

The arrangements for transfer of young people with a Plan are made by the SEN Monitoring and Assessment Service. If you have any queries please ring the SENMAS Duty Telephone Line on **01782 231863**.



Transferring from Primary to Secondary School

This section of the booklet applies to all secondary schools, including those outside of the city. If your preference is for a church school or faith academy, please read the admissions policies on the school's website.

The Admissions Code does not give you the right to choose which school your child should be admitted to. However, local authorities must make arrangements to enable parents / guardians to express a preference for the secondary school(s) which you would like your child to attend. Your preference must be met unless to do so would "prejudice the provision of efficient education or the efficient use of resources" - for example, when a particular school is full. If a school is full and it is not possible to meet all parental preferences, your second preference will be very important. It is, therefore, vital that you give careful consideration as to which schools to nominate and in which order you name them. Please note that if your child has an Educational Health & Care Plan, then we must allocate a place at the school named on the Plan.

Schools hold open evenings for parents during the first half of the Autumn Term, and this provides an opportunity for you to visit those in which you are interested. You may also consult schools' inspection reports at [ofsted.gov.uk](https://www.ofsted.gov.uk) and schools' examination results at [education.gov.uk](https://www.education.gov.uk)

All applications for secondary schools are managed by Stoke-on-Trent City Council on behalf of all secondary schools. This is known as the co-ordinated admission scheme.

We will pass to the governing bodies of Foundation Trusts and Academies, the preferences for their schools and will ask the governors to list the children in priority order according to their admissions policy.

These lists will be returned to us. Admissions authorities cannot take into account whether an application is a first, second, third, fourth or fifth preference.

We will pass preferences for schools in other local authority areas to the Admissions Team for that area. They will tell us which children they will be able to allocate places to in their schools.

Once all the lists have been completed, we will allocate places up to each school's admission number. If a child is eligible for a place at more than one school the child will be offered a place at the school which is highest on the parent's preference list. In the event that a child is not eligible for any of the schools that their parent has named, they will be offered a place at the nearest school from their home address where there is a place available. Each child will be offered one place only.

The advantage of this coordinated system is that a child is more likely to gain a place at one of the schools which is a preference even if it is not a first preference. It must be recognised that this could be at the expense of a child who lives further away and whose parents put the school as a first preference.

What do I need to do?

You will need to make an application online or by obtaining a paper copy of the form. Failure to complete an application form could jeopardise a place at your preferred school.



Children of UK service personnel (UK Armed Forces)

Families of service personnel with a confirmed posting to the Stoke-on-Trent area, or Crown Servants returning from overseas to live in Stoke-on-Trent, should provide the unit postal address or quartering area address. This will be used as the “address” when considering applications from children of UK service personnel against the oversubscription criteria, providing the application is accompanied by an Assignment Order that declares a relocation date and the address. For further information, click the link below:

[Policies, procedures and strategies directory - Admission of children of UK service personnel and other crown servants | Stoke-on-Trent](#)

Parents from other countries applying for a school place

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school.

Overseas nationals who wish to apply for a Stoke-on-Trent school should check that they have a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

Most schools / academies give some degree of priority within their admissions policy, based on where an applicant lives. Schools / academies will therefore need an address in order to apply their admission arrangements

and rank applicants for their oversubscription criteria. This might include whether parents:

- own or rent a property in the area to which they intend to return;
- are UK crown servants or are in the UK military and are returning to the area;
- have provided other compelling evidence that they are returning to the area.

Overseas nationals applying for a school place in Stoke-on-Trent will need to provide evidence that the child / young person either already lives in the area or intends to live here, in time to take up a school place.

Evidence might include:

- a mortgage or rental agreement for a property in the area;
- deeds for a property in the area;
- a letter from an employer showing a transfer date to the area;
- registration with a local GP.

If a parent is unable to provide this evidence, before the new school year for applications in the normal admissions round or by the start of the next term for in-year applications, admission authorities could apply a catchment area policy or distance criteria, using the parents' place of residence at the point the application is made. If this is in another country, the child would have a lower priority for admission to most schools.

Withdrawing offers of places

If the child does not attend school on the first day of term, the admission authority could remove the offer and allocate the place to a child on the waiting list.

Before taking this action, the local authority and admission authority will contact the parent(s) / guardian to give them an opportunity to explain why there has been a delay in taking up the place and find out when the child might begin attending.

How to decide which schools to apply for

Information about how places were allocated last year is available on pages 11. Look at that information and think about:

- Are you are interested in the school?
- How many applications were received for your preferred school(s) last year?
- How many children were on the waiting list for your preferred school(s)?
- Do you have children there already?
- Are they likely to be full?
- How far away do you live from the school(s)?

The answers to these questions will give you an idea of how likely you are to get a place at the school(s). It is important to remember that the pattern of applications may differ from year to year. You can express five preferences and we would encourage you to do so. If you have a low priority (within the published oversubscription criteria for a school), you may not get a place at your preferred school.

Academies, church and foundation schools may have their own admissions criteria and the governing body of each school will decide on admissions. If you wish to apply for any of these schools, you must include them in your preferences and complete the relevant sections of the form.

Details of how these schools will give priority to pupils seeking admission can be found on each school's website and towards the back of this document. If the admission authority at one of these schools are unable to offer your child a place, you are entitled to an appeal. See page 14. Please be aware that no secondary school in Stoke-on-Trent uses a catchment area as part of their admissions criteria.

For applications to schools in other local authority areas, you should name the school as one of your preferences on the Stoke-on-Trent application and submit this as set out on page 5. We will then send information on the application to the other local authority for their attention. There is no need to fill in a second application.

If, having looked at the information on page 11, you are unsure of your chances of gaining a place at any school, please telephone the helpline (details on the back page), or the school, for advice before completing your application.

Do second, third, fourth and fifth preferences matter?

You should name five schools on the form. It is most important that you include all of the preferences at this stage, as some schools may have more applications than they can take. In that situation, where we are unable to meet your first preference, we will try to offer your next preferred school. If you have a child in a school, you cannot assume that you will be allocated a place at that school.

Naming five preferences will not affect your chances of securing a place at your first preference school. On the other hand, naming the same school more than once on the application form cannot increase the chances of you being successful. Instead, it could reduce your opportunity to secure a place at your second, third, fourth or fifth school within a reasonable distance from your home address.

Local Authority Offers

If the local authority is unable to offer a place at one of your preferred schools it **must** ensure a place at another school. This is not done until after we have considered all the preferences. We make a Local Authority offer to ensure that no Stoke-on-Trent child, for whom an application has been received, is without a school place for September. Parents/Guardians can accept or decline this offer and have a legal Right of Appeal (ROA) in respect of any of their unsuccessful preferences. A local authority place can only be refused in writing. This should only be done once an alternative school place has been secured.

We also operate a waiting list process and your child's name will automatically be added to the waiting list of any Stoke-on-Trent school of a higher preference than the one offered. The waiting lists are maintained in the order of the Admissions Policy relating to that school.

Your child's position on any waiting list can go up and down, as it can be affected by other families and their changing circumstances. For example:


- if a family with a higher priority moves away and withdraws their application for a school place, your child will move up the list;
- if a child moves into the area, closer to the school you would like, your child will move down the list.

Where families decline allocated places, those places will be allocated to pupils on the waiting list, in priority order. Each year a number of places become available and are offered to families on the waiting list. This process continues for as long as changes are requested by families within the city.

How places were allocated for September 2024

Secondary Establishment	Official PAN	Admitting / Agreed PAN	1st prefs	2nd Prefs	Other Prefs	Allocated 1 st Pref	Allocated Oher Pref	Total	Local Authority Offers	Total Allocated	Distance of Last Child Admitted (miles)	Number refused / On Waiting List
Birches Head Academy	210	210	129	72	83	129	16	284	54	199	Criterion E 2.314 miles	0
Co-op Academy Stoke-on-Trent	270	270	263	120	111	244	27	494	N/A	271	Criterion 3 3.873 miles	21
Co-op Academy Florence MacWilliams	120	120	113	21	31	113	1	165	1	115	Criterion 3 5.313 miles	0
Haywood Academy	210	210	149	150	155	149	47	454	14	210	Criterion 6 4.016 miles	0
Ormiston Horizon Academy	210	225	225	95	78	214	11	398	N/A	225	Criterion 5 1.684 miles	16
Ormiston Meridian Academy	180	184	173	113	94	173	11	380	N/A	184	Criterion 5 7.672 miles	0
Ormiston Sir Stanley Matthews Academy	240	240	262	161	155	223	17	578	N/A	240	Criterion 5 1.755 miles	61
St Joseph's College	150	150	329	135	88	145	5	552	N/A	150	*refer to note below	212
St Margaret Ward Catholic Academy	210	210	202	141	101	188	22	444	54	210	Criterion 10 1.508 miles	27
St Peter's CofE Academy	210	210	162	109	144	162	32	415	N/A	210	Open 3.206 miles	0
St Thomas More Catholic Academy	200	200	212	159	153	181	20	524	1	201	Criterion 9 0.876 mile	51
The Discovery Academy	300	300	244	87	95	244	20	426	14	290	Criterion 6 2.533 miles	0
The Excel Academy	240	240	322	178	113	234	7	6	N/A	241	Criterion 6 0.615 mile	105
Thistley Hough Academy	210	210	192	67	69	175	36	328	N/A	211	Criterion 4 1.599miles	22
Trentham Academy	150	150	186	164	168	145	6	518	N/A	151	Criterion 6 0.9 mile	79

 School oversubscribed on first preferences received

 School exceeding their total allocation

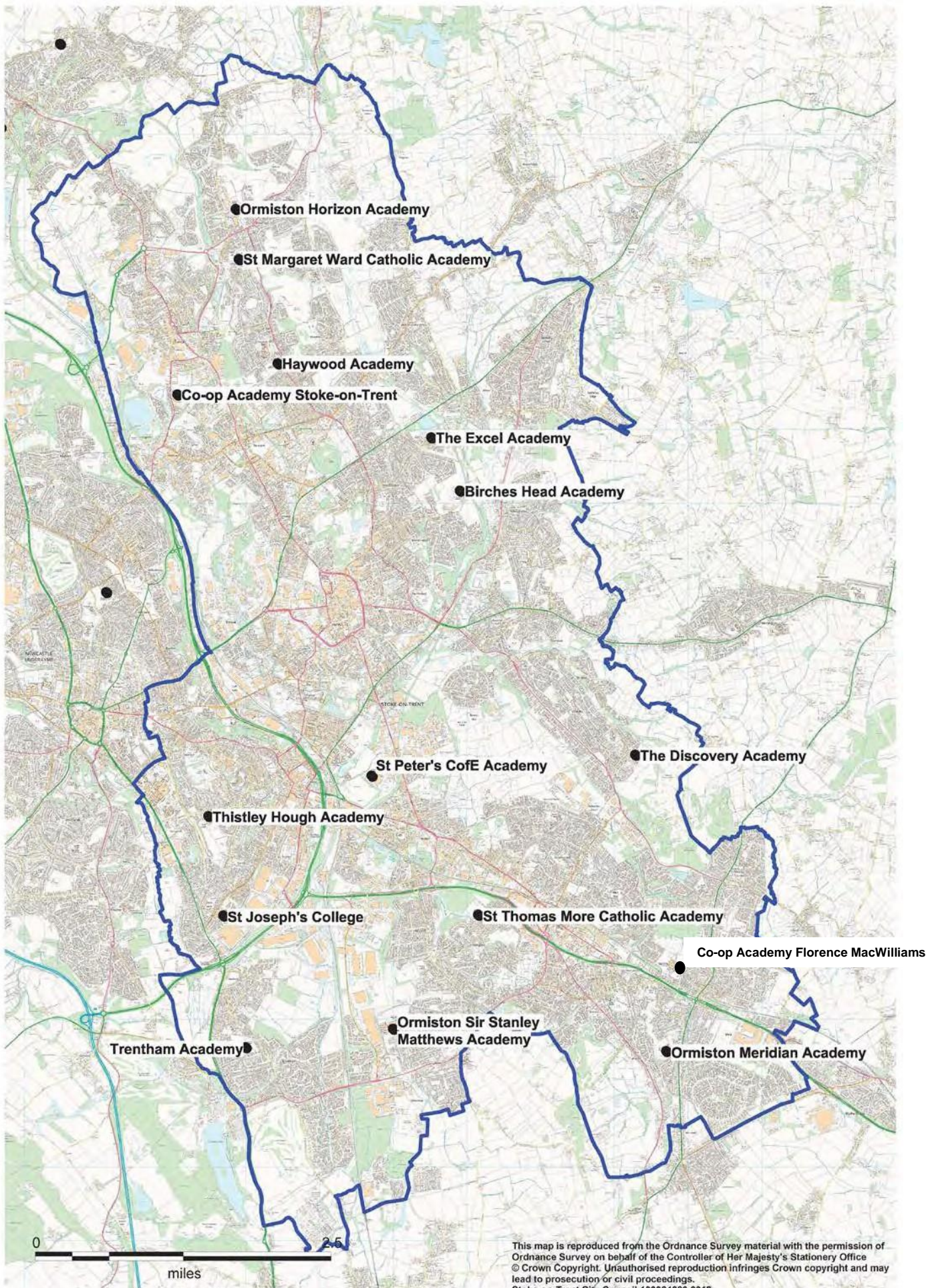
*St Joseph's College Admissions Breakdown

Last Child admitted under Catholic Criterion (Point 4) Practising and distance 4.367 miles

Last Child admitted under Christian Criterion (Point 8) Practising and distance 0.922 miles

Last Child admitted under Non Cath/Christian Criterion (Point 11) and distance 0.187 miles

Map of Local Schools



Admissions Procedures

What will the Local Authority do?

The majority of secondary schools in Stoke-on-Trent are academies, who are their own admissions authority. Please see Appendix A for a full list of the admissions policies for all Stoke-on-Trent secondary schools. Please also see individual school websites.

The role of the Admissions and Transport Team is to co-ordinate all applications made for a school place for children resident in Stoke-on-Trent. We ensure that all 'own admissions authority' schools apply their admissions arrangements correctly. We rank all applications in partnership with schools that have service level agreements (SLAs) with the local authority. All preferences are treated equally. When ranking applications, we will not take any account of whether it is a first, second, third, fourth or fifth preference.

On National Offer Day, we then issue all offers to children resident in Stoke-on-Trent to the highest preference that can be met.

If children are not eligible for a place at any school which their parents have named as a preference, we will allocate the child a place at another school where there are places available.

Waiting lists for all schools have to be held until the end of the Autumn Term (i.e. 31 December 2025). If places do become available, due to pupil movements in the area, the places will be filled in line with the admissions criteria.

***Please note that some Stoke-on-Trent postal addresses fall within Staffordshire Local Authority. The Stoke-on-Trent Admissions Team support families who pay their council tax to Stoke-on-Trent.**

What do I do if I don't get the school that is my preference?

You should firstly call the **Admissions Team** on **01782 234598** to talk about the options available.

There may be a place available at another school that you had not thought about before. If applicable, we will explain how you can change your preferences. Additional information and advice is available from **ACE (Advisory Centre for Education)** [ACE Education Advice CIC & ACE Education Training LLP | ACE Education Advice | ACE Free Advice Lines Contact Details \(ace-ed.org.uk\)](https://www.ace-ed.org.uk)

Fraudulent Applications

If a place is offered on the basis of a fraudulent or intentionally misleading application from a parent, this may effectively deny a place to a child with a stronger claim. In that situation, the offer of a place will be withdrawn. For example, places can be withdrawn if the address used on the application form is not the address where the child lives **at the point of allocation**.

If you apply for a school place towards the beginning of the application process and then subsequently change address before allocations are made, (3 March 2025), you MUST tell us.

Where an offer is withdrawn on the basis of misleading information, the application must be considered again, and Right of Appeal can be offered.

Right of Appeal

If you have not got a preferred school, you can appeal against the decision to an Independent Appeals Panel. The Appeals Panel normally consists of three people, none of whom work for the city council or the school and will not have dealt with your case before.

The Secondary deadline for appeals will be Monday 31 March 2025. If you miss this deadline your appeal may not be heard until September 2025. Whichever school your child transfers to, the aim is to provide a happy and challenging education, with the emphasis on hard work and achievement.

Stoke-on-Trent City Council Appeal Statistics		
Secondary Schools (Sept Year 7)	2022/23	2023/24
Number of appeals heard	77	101
Number of successful appeals	16	24



Schools Information

Birches Head Academy

bircheshead.org.uk

Birches Head Road, Birches Head, ST2 8DD T: 01782 233595

E: info@bircheshead.org.uk

Principal: Mr Paul Masher

Type of school	PAN	NOR	Open morning/evening 2024
Academy	200	1,059	Tuesday 17th September - 5:30pm - 7:00pm Thursday 19th September - 9-9:30am & 10-10:30am Friday 20th September - 9-9:30am & 10-10:30am Tuesday 24th September - 9-9:30am & 10-10:30am Wednesday 25th September - 9-9:30am & 10-10:30am

Co-op Academy, Stoke-on-Trent

stokeontrent.coopacademies.co.uk

Westport Road, Tunstall, ST6 4LD T: 01782 882300

E: stok-academy@coopacademies.co.uk

Headteacher: Mr Shane Richardson

Type of school	PAN	NOR	Open morning/evening 2024
Academy	270	1,183	Wednesday 25th September - 5:30pm – 7:30pm Tours are available during the day. Please contact the school directly.

Co-op Academy, Florence MacWilliams

florencemacwilliams.coopacademies.co.uk

Westport Road, Tunstall, ST6 4LD T: 01782 444650

E: info@coopflorence.co.uk

Headteacher: Elizabeth Clewlow

Type of school	PAN	NOR	Open morning/evening 2024
Academy	180	N/A	Tuesday 17 th September – 5pm (Virtual) Tuesday 8 th October – 7pm (Virtual) Please note that as Florence's new building will open in 2025, these transition events will be online. Joining instructions will be available from https://www.florencemacwilliams.coopacademies.co.uk/

Haywood Academy

haywoodacademy.coop

High Lane, Burslem, ST6 7AB

T: 01782 853535

E: info@haywoodacademy.coop

Principal: Mrs Adele Mills

Type of school	PAN	NOR	Open morning/evening 2024
Academy	210	1,119	Thursday 3rd October - 5:30pm - 8pm. Tours are available at any time and the Senior Leadership Team will also be available on Saturday 5th October 10am - 12pm. Please contact the academy to make an appointment.

Turnhurst Road, Tunstall, ST6 6JZ T: 01782 883333

E: info@ormistonhorizonacademy.co.uk

Principal: Mr Andy Fitzgibbon

Type of school	PAN	NOR	Open morning/evening 2024
Academy	210	1,054 (Not Inc. 6th form)	Wednesday 11th September – 5:30pm - 7:30pm

Ormiston Meridian Academy

ormistonmeridianacademy.co.uk

Sandon Road, Meir, ST3 7DF

T: 01782 377100

E: info@omera.co.uk

Principal: Mrs Claire Stanyer

Type of school	PAN	NOR	Open morning/evening 2024
Academy	180	1,079	Thursday 3rd October – 6pm – 8:30pm

Ormiston Sir Stanley Matthews Academy

ormistonsirstanleymatthewsacademy.co.uk

Beaconsfield Drive, Blurton, ST3 3JD

T: 01782 882200

E: info@ossma.co.uk

Principal: Mrs Kelly Hassall

Type of school	PAN	NOR	Open morning/evening 2024
Academy	240	1,200 (Not Inc. 6th form)	Wednesday 25th September – 6:00pm – 7:00pm

St Joseph's College

stjosephstrentvale.com

London Road, Trent Vale, ST4 5NT

T: 01782 848008

E: sjcollege@stjosephsmail.com

Headteacher: Mrs Charlotte Slattery

Type of school	PAN	NOR	Open morning/evening 2024
Academy	150	761 (Not Inc. 6th form)	Thursday 12th September 2024 – 6pm – Brief open evening for families who didn't attend in July. Entrance Test Tuesday 17 th September Wednesday 18 th September Thursday 19 th September

St Margaret Ward Catholic Academy

stmargaretward.co.uk

Little Chell Lane, Tunstall, ST6 6LZ

T: 01782 883000

E: office@smwca.org.uk

Headteacher: Mr Dominic McKenna

Type of school	PAN	NOR	Open morning/evening 2024
Academy	210	1,064 (Not Inc. 6th form)	Thursday 19th September - 5:30pm Saturday 29th September - 10:00am – 12:00pm

Fenton Manor, Fenton, ST4 2RR T: 01782 882500

E: office@spa.woodard.co.uk

Principal: Mr Michael Astley

Type of school	PAN	NOR	Open morning/evening 2024
Academy	210	1,096	Thursday 26th September - 6:00pm – 8:00pm Saturday 28th September - 11:30am – 13:30pm

St Thomas More Catholic Academy

stmca.org.uk

Longton Hall Road, Longton, ST3 2NJ T: 01782 882900

E: office@stmca.org.uk

Principal: Mr Mark Rayner

Type of school	PAN	NOR	Open morning/evening 2024
Academy	200	1,034 (Not Inc. 6th form)	Thursday 19th September – 5:00pm to 8:00pm

The Discovery Academy

thediscoveryacademy.co.uk

Discovery Drive, Stoke-on-Trent, ST2 0GA

T: 01782 882100

E: academy@thediscoveryacademy.co.uk

Principal: Ms Jayne Schofield

Type of school	PAN	NOR	Open morning/evening 2024
Academy	300	1,457	Thursday 19th September – 5.00pm - 7.30pm

The Excel Academy Stoke-on-Trent

excelacademy.info

Milton Road, Sneyd Green, ST1 6LG

T: 01782 882700

E: enquiries@excelacademy.info

Principal: Miss Anna Steele

Type of school	PAN	NOR	Open morning/evening 2024
Academy	240	1,193	Thursday 10th October - 5:00pm – 7:00pm

Thistley Hough Academy

thistleyhoughacademy.org.uk

Thistley Hough, Penkhull, ST4 5JJ

T: 01782 883500

E: enquires@thistleyhoughacademy.org.uk

Principal: Mr Noel Kennedy

Type of school	PAN	NOR	Open morning/evening 2024
Academy	210	1,093	Thursday 19th September - 4:30pm to 7:00pm

Trentham Academy

trenthamacademy.co.uk

Allerton Road, Trentham, ST4 8PQ

T: 01782 883200

E: Trentham@clt.trentham.coop

Headteacher: Mr Mike Whittingham

Type of school	PAN	NOR	Open morning/evening 2024
Academy	150	785	Thursday 12th September - 5:30pm – 8:00pm

Transport

It is the responsibility of parents to ensure that their child(ren) get to and from school at the appropriate time each day.



When deciding on which school you want to send your child to, you may wish to think about the journey to school. For example, how far it is, is it safe, is it a pleasant journey, and how much it will cost.

Stoke-on-Trent City Council will provide assistance with a pupil's school transport arrangements if they meet the criteria under our Home to School Transport Policy.

Home to School Transport Assistance Policy

Travel assistance will be provided free of charge for children who live in the area administered by Stoke-on-Trent City Council, attend their nearest suitable school **and** who meet one of the criteria listed below:

- A child aged 8-16 years on 31 August 2025 and living 3 miles or more from the nearest suitable school.
- A child who is 5 years of age and below 8 years of age on 31 August 2025 and living 2 miles or more from the nearest suitable school.
- Children who live within walking distance of their nearest school, but, due to the nature of the route, cannot reasonably be expected to walk to school.

Please note:

- Distance will be calculated by the Local Authority using the shortest available walking route.
- Any concerns about the nature of the route i.e. its suitability for walking to school (criterion 3 above), will need to be confirmed in writing and submitted along with an application form for consideration by the Local Authority.

Extended rights

As well as the three criteria listed above, children whose parents are receiving maximum Working Tax Credit or are eligible for, or claiming free school meals (based upon income, will be eligible to receive travel assistance if they meet the criteria shown below. For these extended rights to free travel to be agreed, proof of entitlement is required at the time of application and annually thereafter for travel assistance to continue:

- For children aged 11-16, the nearest suitable school is between 2-6 miles and there are not three or more nearer suitable schools.
- For children aged 11-16 attending the nearest school on the grounds of religion or belief, the distance is extended to between 2 – 15 miles.
- To avoid disappointment, you are strongly advised to check if your child is eligible to receive travel assistance by reading the Council's Home to School Travel Assistance Policy before completing an application form.

To request an application form, or if you have any queries regarding the information above, please email schooltransport@stoke.gov.uk.

Children with special educational needs and/or disabilities (SEND). For children and young people with SEND (including post-16), please read the additional information about travel assistance published on our SEND Local Offer web pages by following the link below. Here you will find information about the eligibility criteria, go to [SEND Local Offer - Travel Assistance](#) to view our policy and online form to apply for travel assistance.

For pupils not eligible for assistance with school transport, information regarding walking, cycling and bus timetables and routes for individual schools can be obtained from Traveline on 08712002233 or via www.traveline.info

Transport for Children with Special Needs

Children who have an Education, Health & Care Plan and who attend the nearest suitable school for their needs,

may be provided with assistance with their transport requirements. For further details please contact TransportRequest@stoke.gov.uk.

Sustainable Travel to School

Moving to Secondary School can be a big change and often, how your child is getting to school is the last thing on your list of things to think about.

However, changing schools can be a perfect opportunity to rethink travel arrangements and your child may be ready for a little bit of independence. Walking, cycling and public transport are a perfect alternative to the 'school run', relieving the stress of driving for parents and taking away the parking difficulties and congestion around the school gates. Stoke-on-Trent City Council encourages active travel to school for many reasons: it improves localised air quality, helps children achieve their 60 minutes of daily activity, reduces cases of obesity, improves community cohesion by reducing the conflict between car users and residents, increases road safety knowledge and improves mental well-being.

So here are the options to consider. Why not give one or more a go?

- Walk – often quickest door to door; chance to meet friends; healthy; your child(ren) can walk by themselves or with friends – free yourself from being mum or dad's taxi!
- Cycle – plenty of off road routes; healthy and quick; independence for your son or daughter; check out all the city's routes at stoke.gov.uk/sports
- Park & Stride – your school may have an agreement with nearby businesses – but if not, you can find your own suitable place to park away from the school; walk the last part and avoid safety issues around school gate
- Bus – independence and gets your child used to using buses outside their school life; Stoke-on-Trent Public Transport and Cycling Map and Journey Planner (cartogold.co.uk)
- Car share – cut your fuel costs and you can still link with Park & Stride.

For more information please contact the School Travel Adviser at travel.smart@stoke.gov.uk

In-year Transfers

Transferring from one secondary school to another

If you are moving into Stoke-on-Trent or from one part of the city to another, and wish your child to change school, you should first discuss the matter with your child's present school.

If your child is experiencing difficulties at their current school and you consider that a transfer to an alternative school may be helpful, you should still discuss your child's situation with your current school before making a final decision. You should also think about how your child will get to an alternative school, which may be some distance away from your home.

If your child has begun their GCSE courses it is not advisable to change school once this important stage is reached.

If, after discussion and careful consideration, it is considered that a transfer may be beneficial to your child, you will need to complete an In-Year Transfer Request Form. Please be aware that some schools require supplementary information such as Baptismal Certificates.

Should a place not be available for your child(ren), you may then approach another school.

In this instance, the Local Authority will send you a letter confirming the refusal and in it, will outline your Right of Appeal.

Stoke-on-Trent does not provide funding for pupils to be educated at private day or boarding schools (except where such access is deemed to be necessary for children with Special Educational Needs or an Education, Health & Care Plan).

Similarly, Stoke-on-Trent Local Authority does not run any schools that offers boarding facilities and does not provide funding for pupils to attend boarding schools in other areas.

Other Information

Fair Access Protocol

The local authority is required to have an In-Year Fair Access Protocol in order to ensure that access to education is secured quickly for children who have no school place and that all schools in the city admit their fair share of children with challenging behaviour.

Once a child is identified as not having been able to secure a school place, the In-year Admissions Team will ask for a copy of his/her school record and any information relevant to the child's placement.

In coming to a decision about the child's placement the local authority will take careful account of the views of the Headteachers and governing bodies of the schools named by the parent. In particular the local authority will take account of any genuine concerns about a Fair Access admission e.g. a previous serious breakdown in relationships between the family and the school, etc.

Children without a school place must take precedence over children on a waiting list attending another school.

Information for Families

A wide range of free information, advice and support is available to parents and carers of children and young people in Stoke-on-Trent:

- Behavioural issues – tackling issues affecting your family;
- Signposting – to services which can provide specialist support and advice;
- Rights and entitlements – your legal and parental rights as a parent or carer;
- Activities – taking place across Stoke-on-Trent during school holidays;
- Childcare – types of childcare, availability of childminders, out-of-school clubs and holiday schemes;
- Family benefits – information on schemes to help with the cost of childcare.

We can also provide information and connect you to other services offering specialist support:

- Children's centres
- Family support;
- Youth offending prevention;
- Domestic violence advice and support;
- Youth development;
- Support for young carers;
- School attendance and other education welfare issues;
- Sex, teenagers and relationships;
- Drug and alcohol education and support for young people;
- Job enterprise and training;

For more information please contact your nearest children's centre:

Westfield - 01782 237500,
Blurton - 01782 231815,
Thomas Boughey - 01782 237100,
Stoke North 01782 232977.

Our helpline is available from 9.00am to 5.00pm Monday to Thursday, 9.00am to 4:30pm on Friday. An answerphone message is available at all other times. You can view our web pages for more information for families at [Children and families | Stoke-on-Trent](#)

SEND Information Advice and Support Service (SENDIASS)

Our service is free, impartial and confidential.

We have independently trained staff that can provide information, advice and support for children, young people, parents and carers of children with Special Educational Needs and/or Disabilities (SEND) from 0-25 years.

We offer information, advice and support to enable you to participate fully in decisions about the outcomes you wish to achieve. Our aim is to empower others to play an active and informed role.

We can support by:

- Listening to children, parents/carers and young people's views about education.
- Sharing accurate and unbiased information.
- Offering advice if learners with SEND need extra help in education

- Offering support in preparing for meetings, writing letters and filling in forms
- Signposting to Parent/Carer forums, Stoke Local Offer and other organisations that may help.

We're here to listen to any concerns that you might have regarding:

- SEND law and your rights
- Education, Health and Care Needs Assessments and Plans
- Children that are not attending school or have been excluded
- Resolving disagreements, complaints procedures, mediation and tribunal appeals
- If you are considering Home Educating.

To find out more information, please contact:

- **Tel: (01782) 234701**
- **E-mail: iass@stoke.gov.uk**
- **Website: www.sendiass-stoke.co.uk**
- **Facebook: Stoke-on-Trent Sendiass**

Our Duty Phone is available: Monday - Friday: 10am to 2:30pm. An answerphone service is available outside of these hours

Free School Meals

If you are in receipt of one of the following, your child is eligible to receive Free School Meals:

- Income Support;
- The guaranteed element of Pension Credit;
- Income-Based Job-seekers Allowance;
- Universal Credit - provided you have an annual net income of no more than £7,400 as assessed by earnings from up to 3 of the most recent assessment periods (not including any benefits you get).
- Working Tax Credit run-on – paid 4 weeks after you stop qualifying for Working Tax Credit.
- Income related Employment Support Allowance;
- Child Tax Credit (providing you do not also receive Working Tax Credit) and have an annual income of £16,190 or less (as assessed by HM Revenue and Customs);
- Support under part VI of the Immigration and Asylum Act 1999.

Please contact your child's school to make an application or to add a child to an existing claim. You can contact the Free School Meals Team at FSM@stoke.gov.uk.

Complaints

Although our schools will try to offer your child the best possible education, you may at some point feel you wish to make a complaint.

If you are concerned about any aspect of your child's education, you should firstly talk to the school. Most problems can be sorted out informally. If you are still unhappy, the local Education Welfare Officer will be able to advise you what to do next.

If you are still concerned, you can contact OfSTED or, in the case of an academy, the Academies Unit at the Department for Education (DfE). Each faith school has its own complaints policy, a copy of which is available from the school.

Education Welfare

The Education Welfare Service works in close partnership with schools, educational settings and other providers of education for children and young people. The service has a range of statutory responsibilities and works to promote improved attendance and attainment across the city. The service also offers a traded component to its functions to enable schools and other educational settings to buy in additional support and guidance if needed.

All schools in Stoke-on-Trent receive support to ensure that they and the service work together to meet the following statutory responsibilities:

- To ensure children of compulsory school age are receiving a suitable education either by regular attendance at an approved educational setting or otherwise.
- To support school improvement through promoting regular attendance at schools/academies as a pre-requisite to raising levels of achievement for pupils in line with Department for Education (DfE) Statutory

Guidance and Ofsted 's inspection framework.

- To ensure that vulnerable children and young people, identified by either: schools/ academies, parents or carers, self or other agencies, are supported to access their education when there are issues relating to attendance.
- The management and issuing of Penalty Notices in line with Stoke-on-Trent Local Authority's Code of Conduct; including the issuing of Penalty Notices on behalf of schools when an absence of leave is taken in term time.
- To enforce school attendance and instigate court proceedings under Sections 444 (1), 444 (1A) and 444ZA of the Education Act 1996.
- To undertake enforcement proceedings under Section 103 of the Education and Inspections Act 2006.
- To undertake the council's statutory duty under the Education Act 1996, the School Standards and Framework Act 1998, The Education (Pupil Registration) Regulations 2006 in relation to school attendance, children missing from education and elective home education. Registration Practice training;
- To ensure schools/academies are compliant with the Education (Pupil Registration—England) Regulations 2006 and Sections 434 and 551 of the Education Act 1996.
- To assist in fulfilling the obligations placed on the local authority under the Children Act 1989 in relation to Child Protection, the Children in Need Assessment Framework and Looked after Children.
- Tracking cases where children are missing from education.
- To support the Elective Home Education Lead, where necessary, in the tracking of children whose parents have chosen to electively home educate.
- To fulfil the local authority's statutory duties in relation to child employment under the Children and Young Persons Act 1933 (as amended), the Children (Protection from work) Regulations 2000.
- To fulfil the local authority's statutory duties in relation to child entertainment under the Children and Licensing regulations.

Contact: Tracy Calder

Education Welfare Team Manager

Tel: **01782 235355**

Email: Education.welfare@stoke.gov.uk

Further Help and Information

The **Admissions and Transport Team** is the central contact point for parents requiring further help or information. Our helpline telephone number is **01782 234598**.

The team may also be contacted by writing to:

Admissions and Transport Team

Children and Family Services

Floor 2, Civic Centre, Glebe Street

Stoke-on-Trent

ST4 1HH

Or you could contact us by e-mail on admissions@stoke.gov.uk

Officers will also be pleased to deal with any enquiries in person, should you prefer to visit the office at the Civic Centre to discuss your concerns. Contact the **Admissions and Transport Team** to make an appointment on **01782 234598**.

The offices are open to the public from 8.45am to 5pm Monday to Thursday and 4.30pm on Friday. From here you can obtain information on:

- Admissions to schools;
- Exclusions;
- Free school meals;
- Bus passes.

Post 16 Education

If you are interested in post-16 education or training, please contact the careers service:

E-mail careers.advice@stoke.gov.uk

Telephone 01782 237747

Follow the link to: [Young people's careers advice](#)

The admissions policies for schools with sixth forms can be found in Appendix A.

Applications for admission to sixth form will be dealt with by individual schools in accordance with their individual admission arrangements. You are advised to contact the relevant school to discuss the options for your child.



Appendix A

All policies have been supplied by the individual school/academy and were accurate at the time of publication. Please note that any updates will be available on individual school/academy websites.

Birches Head Academy

Birches Head Road, Birches Head,
Stoke-on-Trent ST2 8DD
Tel: 01782 233595
www.bircheshead.org.uk
Principal: Mr Paul Masher
Type: Academy

General Principles

Birches Head Academy is part of the Frank Field Educational Trust and is committed to ensuring that school places are allocated and offered in an open and fair way and in compliance with the relevant legislation and the Schools Admissions Code.

Prospective applicants will be able to look at the admissions arrangements for the Academy and understand easily how places will be allocated.

The Academy will ensure that their admission arrangements are and will not disadvantage, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special education needs from applying for a place at the Academy.

Application Procedures for Year 6 Pupils Transferring to Secondary School

Applications must be made using the Common Application Form (CAF) which will be made available by the Local Authority. Applications must be made direct to the Council by the deadline specified by them (normally the end of October of the year preceding admission).

All places will be offered by the Council, on behalf of the Governing Body, within the secondary Co-ordinated Admissions Scheme operational in Stoke on Trent's Council area. Allocations will be notified by the Council in accordance with their procedures.

Admission Arrangements

1) Birches Head Academy take part in the co-ordinated admission arrangements operated by the local authority.

2) Birches Head Academy has published admissions numbers for each relevant age group. This is the age group at which students are or normally be admitted to the school (year 7).

3) Where the number of applicants to the Academy exceed the number of places available (PAN – Published Admissions Number), places will be allocated based upon the oversubscription criteria (see point number 16). The oversubscription criteria for the Academy are reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation.

4) A consultation has been undertaken for the admissions arrangements for 2025/2026 in relation to the Schools Admissions Code.

Publication and Implementation of the Admission Arrangements

5) The Academy will publish the Admissions Arrangements for the Academy its website as required within the Schools Admissions Code by 15th March.

6) The Academy will convene an appeals panel in accordance with the requirements of the Schools Admission Appeals Code in the event that it receives an appeal form from a parent who has been unsuccessful in securing a place for their child. Appeals will be heard before 6th July or the first working day afterwards if the 6th is a weekend for normal round applications.

Proposed Changes to the Admission Arrangements after the arrangements have been published.

7) Once the Admissions Arrangement has been determined it will not make any changes to these arrangements unless there is a major change in circumstances and the following procedures have been followed:

a. The Academy Trust has consulted with those who are required to be on the proposed above variation.

b. Following such consultation, the Academy Trust should apply to the Schools Adjudicator to approve the change, including the proposed change; the reasons wishing to make the change; and any comments or objections are noted and fed to all appropriate bodies.

8) The Academy Trust must comply with any written agreement or the direction of the Secretary of State, vary the admissions agreement to ensure compliance with the relevant provisions of the admission law and/or codes as they apply to maintained schools.

9) Any changes to the Academy's Admission Arrangements brought through the variation process must be published within the Academy's prospectus and on its website and to be communicated within 7 days to those persons who must be consulted.

10) Record of applications and admissions to the Academy shall be kept for a minimum of 10 years and shall be open for inspection by the Secretary of State.

Published Admissions Number(s) – PAN

11) The Trust has agreed an admissions number of **200** for year group 7 and 210 from year group 8 to 11 inclusive, this is subject to changes approved by the Secretary of State.

12) In any specific year the Academy Trust will not admit higher than the agreed admission number unless exceptional circumstances apply such as admission appeal outcomes, the decision of the Local Authority Fair Access Protocol, where the Academy is named on an Educational Health Care Plan (EHCP) and admitting looked after children where appropriate. All relevant stakeholders will have been consulted.

Oversubscription Criteria and Admissions Procedure

13) Students with an Education Health Care Plan (EHCP) where the Academy is the named school on the plan, will automatically be admitted to the school. This will reduce the number of places available for other applicants. Should the academy receive more applications than there are places available applications will be prioritised using the following oversubscription criteria for both year 7 and in-year transfer.

a) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, 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.

A looked after child is 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.

b) Children of UK Service Personnel – Places will be allocated in advance for children of UK personnel, if accompanied by an official Government letter which declares a relocation date and Unit Postal Address or quartering area address.

c) Students who, at the time of application, have a sibling* on the register of the Academy and will continue to attend at the time of the admission. The Academy does not deem cousins to be siblings.

d) The Academy will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, evidence should be provided by a medical practitioner or social care professional. If the application and evidence is sufficiently strong the child will be positioned above those based upon distance criteria (point 16e).

e) Children who live nearest to the Academy by a determined straight-line measurement from the child's address point to the main entrance of the Academy. Applications where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent will fall into this category.

Sibling definition – Brothers or sisters who live at the same address and have:

- one or both natural parents in common or
- are related by a parent's marriage or related by parents living at this address or
- are adopted or fostered by a common parent or
- are brought together as a family by a civil partnership and are living at the same address

Please note that places will be allocated for children of UK personnel, if accompanied by an official Government letter which declares a relocation date and Unit Postal Address or quartering area address.

The Operation of Waiting Lists

14) Subject to the Local Authority's co-ordinated admission scheme, the Authority will operate a waiting list for each year group. In any year group where applications exceed the number of places available, applications will be placed on a waiting list until the end of the first term (i.e. end of December). This list will be maintained by the Academy and will be open for parents to request that their child is placed on the waiting list following an unsuccessful application.

15) A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in point 13.

16) Where places become vacant, they will be allocated to children in accordance with the oversubscription criteria and parents will be notified.

17) In the event of a tie- breaker position in the main point of entry and oversubscription criteria, priority will be determined by the proximity of child's home to the Academy using a straight-line distance measurement. Apartments in the same block will be treated equally with the measurement taken to the entrance of the building. If after applying the distance tiebreaker there are more

applications than places a further random tie-breaker allocation will be used with applications from the block.

18) Any allocated place within the Fair Access Protocol will take precedence over those on the waiting list.

Arrangements for In-Year Transfer Applications

19) The Academy will carefully consider all applications. Where an application falls within the Fair Access Criteria this can be rejected. Where a rejection has been made the parent will be notified in writing of this decision and their legal right of appeal outlined.

20) If there are more applications than places in the relevant year group application the oversubscription criteria applies (point 16). Parent will be informed in writing and informed of the legal right of appeal.

21) Parents may seek to apply for their child's admission to the Academy outside of their normal age group, for example if the child has experienced problems such as ill health.

22) Parents who wish to apply outside the normal age group will need to explain, in writing, why it is in the child's best interest to be admitted this way, this may include information such as professional evidence to support this application. A decision as to whether this is the appropriate course of action will be made by the Admissions Governing Body who will take into account the circumstances and views of the Principal of the Academy. Parents do not have the right to insist that their child be admitted to a particular year group.

Fair Access Criteria

23) The Fair Access criteria are set out by the Local Authority within Government advice and guidance.

24) The Academy actively participates in the Fair Access Protocol, any application that falls into this criteria will be given careful consideration, taking into account any implication the admission of the child may have on the Academy and if the school has already taken a disproportionate number of

places under this criteria.

25) The Academy has a right to refuse an application under this criteria.

26) Where an application has been rejected under the Fair Access Criteria parents will be notified, by letter, as of the reason and informed of their right to appeal

Appeals

Where a child is unsuccessful in achieving an offer of a place, the child's parents will be told the reason why admission was refused and that they are entitled to appeal to an independent admission appeal panel within a specified amount of time under the provisions of the School Standards and Framework Act 1998. The academy will provide information to parents about the appeals process and provide the parents with a named contact who can answer any enquiries they may have about the appeals process. Parents lodging an appeal must set out the grounds of the appeal in writing.

The admission appeal panel will be independent of the academy. The academy will appoint an independent appeals service to deal with the administrative side of arranging admission appeal hearings for the academy.

The determination of the admission appeal panel will be made in accordance with the Schools Admission Appeals Code 2022 and will be binding on all parties.

Co-op Academy Stoke-on-Trent

Westport Road, Tunstall,
Stoke-on-Trent, ST6 4LD
Tel: 01782 882300
www.stokeontrent.coopacademies.co.uk
Headteacher: Mr Shane Richardson
Type: Academy

The academy admits students between the ages of 11-16

Introduction

Co-op Academy Stoke-on-Trent (the academy) is part of The Co-op Academies Trust (the Trust). The Trust is the

admissions authority for the Academy, and is therefore responsible for ensuring that these arrangements are compliant with the Admissions Code 2021.

This document aims to provide information on how to apply for a place at the academy, how places are allocated, and how to appeal against a decision not to offer your child a place.

This document is based on the following documents from the Department for Education:

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

Consultation

These arrangements were consulted on between 17th December 2021 and 31st January 2022.

During this consultation, we asked for feedback from governors, parents, staff, the local authority, neighbouring local authorities and other key stakeholders.

In-line with the requirements set out in the Admissions Code, unless any changes are made in the interim, these arrangements will next be consulted on in December 2028.

Education, Health and Care Plan

All children whose Education, Health and Care Plan (EHCP) names the school must be admitted. These children will be admitted ahead of any oversubscription criteria being applied.

General Information

Our Published Admissions Number (PAN) is 210.

This means that we admit 210 children into year 7 each year.

Application Forms

Our academy is part of Stoke-on-Trent City Council coordinated admissions process, and as such, allocation of places for year 7 is

completed by them according to the criteria set out below.

All parent/carers are required to apply to their home Local Authority (LA) regardless of where the academy they are applying for is situated.

For example: Stoke-on-Trent residents will apply to Stoke-on-Trent City Council, whilst Staffordshire residents will apply to Staffordshire County Council. Our LA will liaise with other Admissions Authorities in Staffordshire and other LAs where required. Your home local authority will inform parents/carers in writing of the outcome of their application on 1st March or the next working day.

Information on how to apply can be found here:

[School admissions | Stoke-on-Trent](#)

[Admission to primary and middle schools - Staffordshire County Council](#)

If you live in another area find your local council here: www.gov.uk/find-local-councilhere.

For those applying to via Stoke-on-Trent City Council:

If you choose to make an online application, you will receive an email confirming your allocated place decision on the offer date. Decision letters to parents making paper applications will be issued by second class post.

All children with an Education, Health and Care Plan (EHCP) that names our academy will automatically be given a place before any other applications are considered.

Late Admissions

If you apply after the national closing date (usually early November each year), we cannot guarantee to consider your preferences at the same time as those received on time. For applications submitted or changed after the national closing date, we will follow any dates set by the home local authority in their coordination scheme.

Oversubscription

If we receive more applications than there are places available, places will be allocated according to the following criteria:

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), 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 who have older brothers or sisters/ siblings at the academy at the time that the applicant will start on roll.

For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage/civil partnership) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order. We do not include cousins within our definition of sibling.

3. Children who live nearest to the academy as determined by a straight line measurement from the child's home address point to the main entrance of the academy on Westport Road. Within each of these categories, children will be prioritised according to the distance between the child's permanent home address and the school. Distance will be measured by a straight line between the two properties, with those living closer being given a higher priority for allocation of places.

Tie Breaker

In any priority, if multiple children meet the same priority but there are not enough places left for all of them, the places will be allocated based on distance from our school. For example, if there are 4 places remaining at our school and 5 children all live in the priority catchment area, the 4 priority catchment children living closest to the school will be allocated those places.

Stoke-on-Trent City Council uses a Geographical Information system to calculate home to school distances. This determines co-ordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and OS Address Point data. The Geographical Information System measures the straight line distance

from a defined point on the main school building to a defined point on your home address.

Priority will be given to children who live closest to the school.

A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

If two or more children live exactly the same distance from our school (i.e. in a block of flats) and there are not enough places for both, we will draw lots. This will be witnessed by an

independent person.

We will not draw lots for twins or other multiple birth siblings from the same family. Where they are tied for the final place we will admit them all, exceeding the Published Admissions Number for our school.

Waiting List

A waiting list for Year 7 children is maintained by Stoke-on-Trent City Council as part of their co-ordinated admissions process. If your child is not offered a place in year 7 at our academy on offer day, your child's name will automatically be added to the waiting list for our school. Your child's name will remain on our waiting list until:

- A. You are offered a place at a higher preference school,
- B. You are offered a place at our academy,
- C. The end of year 7 (July).

You may re-apply for an in-year admission place in year 8 if you are not allocated a place during Year 7 (please see the next section on In-Year Admissions). If no spaces are available at the time of application, you will be added to the in-year admissions waiting list for the appropriate year group.

Please note:

- Your child's place on our waiting list is decided by the oversubscription criteria listed above.
- Each time a child is added or removed, the waiting list is ranked again and your child can

move down if another child meets higher criteria.

- Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list.

In-Year Admissions

Application Process

You can apply for a place in any year group at any time. This might happen because you are moving to the area and your child has already started school elsewhere, or because you feel our academy would be a better fit for your child.

You can contact us to find out if we have spaces in specific year groups before you apply. If we don't have space in the requested year group, you can still apply. If you apply for a place and there are currently no places available, your child's name will automatically be added to the waiting list. Your child's name will be kept on the waiting list until the end of the academic year.

To make an 'in-year' application for years 7-11, you should complete an 'in-year' application form which you can get from the school. We will then liaise with Stoke-on-Trent City Council.

To apply for a school place outside of the normal September admission round or for other year groups please click here to download an application form.

Information on how to apply can be found here: [Changing schools - In-Year Transfers | Changing schools - In Year Transfers | Stoke-on-Trent](#)

We will contact you in writing within 15 days of receiving your application to let you know the outcome. Our Academy Governing Council is responsible for making decisions regarding in-year admissions.

Children with an EHCP that names our academy will be given a place regardless of whether the year group has spaces or whether there is a waiting list.

In-Year Waiting List

The academy and its governors may decide to admit above the stated PAN in any year group, as long as the admittance of additional children does not prejudice the education of those children already in the academy, and as long as those admitted are done so in accordance with the oversubscription criteria shown in these admissions arrangements.

A waiting list for each year group is maintained by the academy in-line with the oversubscription criteria outlined above. If your child is not offered a place at our academy, your child's name will automatically be added to our waiting list. Your child's name will remain on the waiting list until:

- A. You are offered a place at our academy,
- B. The waiting list closes (end of summer term),
- C. You request, in writing, to be removed from the waiting list.

After the end of the academic year, you may re-apply for an in-year admission place for the following year. If no spaces are available at the time of application, you will be added to the in-year admissions waiting list for the appropriate year group.

You will automatically be added to our in-year waiting list if you make an in-year application.

- Your child's place on our waiting list is decided by the oversubscription criteria listed above.
- Each time a child is added or removed, the waiting list is ranked again and your child can move down if another child meets higher criteria.
- Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list.

Further Information

Which address to use

When you apply you must use the child's permanent address, where they usually live with their parent(s) or carer(s). You must not use any other address on your application.

Using the address of a childminder, a relative or renting a property for a short period of time in order to secure a school place is considered as a fraudulent application. We will investigate all queries about addresses.

If we find out that an intentionally misleading or false address has been given to get a school place, the school place may be withdrawn even if the child has already started at the school.

Only one address can be used on your application for a school place, and this should be the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address will be used on the application.

Admission of Children Outside Their Normal Age Group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

We will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views;

information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out 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. Our headteacher's views will also be considered in this decision making process.

If you wish to make an application for your child in these circumstances, please contact the school and arrange a meeting with the headteacher to discuss this further. Following this meeting we will encourage you to apply for a place via the normal application process (via your home local authority) and we will work closely with them to carefully consider your application. Your application, regardless of whether your child is offered a place in their chronological year group or another year group, will be offered based on the criteria used for all applications (e.g. our oversubscription criteria).

Parents/Carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Making an Appeal

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Stoke-on-Trent

City Council operates an appeals process for Co-op Academy Stoke-on-Trent, full details of which are available here.

You can find details of the school's appeals timetable on our website.

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged. We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked after children and children with EHC plans listing the school.

Fair Access Protocol

All schools have an active role in admitting pupils under the Fair Access Protocol. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement. The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to take a disproportionate number of vulnerable children.

Co-op Academy Florence MacWilliams

Weston Road, Meir, Stoke-on-Trent

Tel: 01782 444650

www.florencemacwilliams.coopacademies.co.uk

Principal: Elizabeth Clewlow

Type: Academy

The academy admits students between the ages of 11-19.

Introduction

Thank you for your interest in applying for a place at Co-op Academy Florence MacWilliams Academy. Florence is a new non-selective secondary free school, for children of all abilities and from all backgrounds. The school is located in Meir, in Stoke-on-Trent, and will open in September 2024 to its founding cohort of Year 7 children. The school will grow year on year until it has students aged 11-19 by 2030.

Florence is committed to ensuring that it serves local children from local schools. This policy sets out the admission arrangements for the academic year 2025/26. It applies to Year 7 applications for September 2025 as well as 'in-year' applications. It also includes details of the oversubscription criteria, waiting lists and the appeals process.

Admissions number - Florence's Published Admission (PAN) number for Year 7 - 180

The school has an admission number of 180 for entry in Year 7. Accordingly, Florence MacWilliams Academy will admit this number of children if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, Florence MacWilliams Academy will offer places at the school to all those who have applied.

Application process

Application Form. Our academy is part of Stoke-on-Trent City Council coordinated admissions process, and as such, allocation of places for year 7 is completed by them according to the criteria set out below. All parent/carers are required to apply to their home Local Authority (LA) regardless of where the academy they are applying for is situated. For example, Stoke-on-Trent residents will apply to Stoke-on-Trent City Council, whilst Staffordshire residents will apply to Staffordshire County Council. Our LA will liaise with other Admissions Authorities in Staffordshire and other LAs where required. Your home local authority will inform parents/carers in writing of the outcome of their application on 1st March or the next working day. Information on how to apply can be found here:

www.stoke.gov.uk/info/20033/school_admissions

www.staffordshire.gov.uk/Education/Admissions-primary/Apply/Overview.aspx

Oversubscription criteria

If the number of applications received for any year group, or phase, is greater than the number of spaces available, places will be allocated according to the oversubscription criteria in the order below: The academy trust will admit any pupil with an Education, Health and Care plan which names Florence MacWilliams Academy.

1. Children looked after by a Local Authority (in accordance with section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order. This includes those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care because of being adopted.

2. Siblings of pupils attending the secondary phase of the school at the time of admission. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half brother or sister, a stepbrother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

3. Distance from home to school, where a child living closer to the school will be given priority for admission. Distance is measured using Geographic Information System known as GIS to identify and measure the distance in a straight line from the address point of an applicant's home to the main entrance of Florence MacWilliams Academy.

Tie-break

If Florence MacWilliams Academy is unable to distinguish between applicants using the published oversubscription criteria, including those who live in blocks of flats within the same building, places will be offered via a random

draw, which will be supervised by someone independent of the academy.

In the case of multiple births or siblings in the same year group, where there is only one place available in the academy, all will be considered together as one application.

Waiting List

A waiting list for Year 7 children is maintained by Stoke-on-Trent City Council as part of their co-ordinated admissions process. If your child is not offered a place in year 7 at our academy on offers day, your child's name will automatically be added to the waiting list for our school.

Your child's name will remain on our waiting list until:

- You are offered a place at a higher preference school
- You are offered a place at our academy,
- The end of year 7 (July).

You may re-apply for an in-year admission place in year 8 if you are not allocated a place during Year 7 (please see the next section on In-Year Admissions). If no spaces are available at the time of application, you will be added to the in-year admissions waiting list for the appropriate year group.

Please note:

Your child's place on our waiting list is decided by the oversubscription criteria listed above.

Each time a child is added or removed, the waiting list is ranked again and your child can move down if another child meets higher criteria.

Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol take priority over those on a waiting list

Unsuccessful Applications and the Appeals Process

All applicants who have applied for a secondary place at the academy and been refused have a right to appeal that decision to an Independent Appeal Panel.

Applicants will be informed in writing of the academy's decision to refuse their application; this letter will include:

- The reason a place was refused (e.g. no available places)
- Information about the waiting list
- Information about the right to appeal
- The deadline for submitting an appeal
- Contact details for making an appeal

In-year admissions

In-year admission applications made outside the normal admissions round should be made directly to Stoke-on-Trent local authority at the web address: admissions@stoke.gov.uk. The Local Authority will then notify parents of the decision.

Haywood Academy

High Lane, Burslem,
Stoke-on-Trent ST6 7AB
Tel: 01782 853535
www.haywoodacademy.coop
Principal: Mrs Adele Mills
Type: Academy

The academy currently admits students between the ages of 11-18.

Rationale

The Governors of Haywood Academy are required by law to agree and publish their admission criteria.

Purpose

The Admission Policy sets out the Governing Body's arrangements in respect of admission to the Academy including the relevant criteria to determine admission in the event of applications exceeding the Governors' planned admission limit.

Guidelines:

Section 1 – General Principles

The main principle of admission to Haywood Academy is to maintain the character of the Academy as a comprehensive school, providing for the needs of young person's within the 11-18 age range, who live in Burslem/Tunstall and the surrounding areas. We have strong links with local primary schools with which we collaborate on both curriculum initiatives and staff training.

We are an 'inclusive' Academy and welcome all applications. Academy dress is intended to encourage a professional appearance and a pride in the Academy. We have tried to keep this at a reasonable cost while maintaining a level of conformity and are pleased to discuss any concerns you may have about Academy dress items. Admission to our Academy is not dependent on any voluntary contribution and we have a full range of extra-curricular activities available to all students. We also have a full programme of visits for which a charge may be made but again are pleased to discuss any concerns anyone may have.

Students will be admitted at the age of 11+ without reference to ability or aptitude in line with the agreed admission number. The admission number for September 2025 is 210 in Year 7. In Year 12 for students new to the Academy there will be 30 places.

Where the Academy has fewer applicants than places available, all applicants will be offered a place. Where the Academy has more applicants than places, the oversubscription criteria in section 2 will be applied.

The Academy is under a legal duty to admit a student with an Education, Health and Care plan that names the Academy. This may reduce the number of places available to other applicants.

In Year admissions will be considered in accordance with the policy.

Section 2 – Procedures Oversubscription

In the event of over subscription, admissions will be determined using the following criteria:

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), 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 with a sibling (See section 3 Definitions) who are on our Academy roll up to the end of Year 13 when the application is made.
3. Children on roll in a City Learning Trust Partner Primary School/Academy. (See our website admissions tab for the up to date list).
4. Children on roll at a Partnership Primary School/Academy. (See our website admissions tab for the up to date list).
5. Children of members of staff provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

6. Proximity of the child's home to Haywood Academy using a straight-line from the centre of the Academy with those living nearest to Haywood Academy being given priority.
- For admission purposes a sibling is a brother or sister who lives at the same address and who is the brother/sister half-brother/sister (i.e. share one common parent or step-brother/sister i.e. related by a parent's marriage or civil partnership) of the child for whom the place is being requested. It also includes any other child living at the same address under the terms of a Residence Order.
 - Under the Children Act 1989, a looked after child is a reference to section 22(1) which states that a child will be deemed to be looked after by a local authority where the child is:
 - (a) in their care; or
 - (b) provided with accommodation by the authority for a continuous period of more than 24 hours in the exercise of any functions (in particular those under this Act) which stand referred to their social services committee under the Local Authority Social Services Act 1970.
 - (c) Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), 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.

Proof of residence may be required.

Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple births. The admission number (AN) may be exceeded in such cases.

Where there are two or more applications and fewer places available within any oversubscription category, priority will be given to the applicants whose permanent address is closer to the Academy as measured by a straight line measurement.

Waiting Lists

The Academy intends to hold waiting lists for any oversubscribed Year group until the end of the academic year.

Applications for inclusion on a waiting list must be made on the Academy's appropriate form and they will be ranked according to our oversubscription criteria as described above.

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the Academy may apply in writing to The Clerk to the Admissions Committee, who will then make the necessary administrative arrangements for you to appeal to the Independent Schools Appeals Panel. All appeals should be heard by the same panel and it is difficult to slot in late applications. We try to arrange appeals before the end of May.

The decisions of the Schools Appeal Panel are binding on the Academy governing body and parents.

Section 3 – Definitions and Details

- City Learning Trust School: (Please see website for up to date list)
- Our Partner Primary schools are: (Please see website for up to date list)

Sixth Form Admissions to City College

The admission arrangements outlined within this document apply to admissions to City College for the 2025-2026 academic year.

The arrangements apply to all children transferring from Year 11 to Year 12.

Applications should be made direct to the Academy on City College's Pathways form (internal)

or City College application form (external).

These are available from both the website and the Academy direct.

- The entry requirements for entry to the A-Level courses is a minimum of 5 in both English and Maths and a minimum grade 5 in the subject chosen (other subjects may have specific criteria).

- The entry requirements for the BTEC Vocational qualifications is 5 GCSEs 9-4 or 5s in Maths and English with 3 other GCSEs 9-4. (However students with 3 – 5 GCSEs meeting the benchmark of 5s or Bs as appropriate will be considered on a case by case basis).
 - The Academy Principal will review each application on a case-by-case basis.
 - The entry requirements for the Business & Enterprise course is dependent on aptitude.
- c. Proximity of the student's home to City College, Burslem Campus, (School of Art building) using a straight-line from the centre of the City College, Burslem Campus with those living nearest being given priority.
 - d. Exceptional social or medical circumstances which must be supported by a written medical report from a Hospital Consultant and/or GP which set out the particular reasons why City College is the most suitable Sixth Form provision and what difficulties would occur if the child had to go elsewhere.

A student who has an Education Health Care Plan who names City College as their preferred 6th form provision will be admitted subject to achieving the necessary grades for access onto the course they have chosen or appropriate work experience opportunities.

Every effort will be made to meet individual needs, but although a place at City College is offered there is no guarantee that a course in a subject will run if demand is small or a course cannot be staffed, nor can a place be guaranteed on an oversubscribed course. If a course can run and is oversubscribed the following criteria will be used; students with the highest average point score followed by highest grades in that subject will be admitted first. Similarly, no guarantee can be made that all combinations of subjects will be possible.

Students will be admitted into the Sixth Form at the start of the Autumn term in each school year although there may be some occasions when students transfer during an academic year.

In the case of oversubscription, applicants will be enrolled in the order of priority as follows:

- Students in Year 11 at Haywood Academy will be given first priority.
- Any remaining available places will be allocated for students new to City College from other schools up to the admission number of 30 using the following oversubscription criteria:
 - a. Children in care.
 - b. Students who already have a sibling attending the Academy, at the time of application.

The entry criteria for admission to the Sixth Form shall be the same for students on roll at Haywood Academy as they are for students from other schools

A student who has an Education Health Care Plan who names City College as their preferred Sixth Form provision will be admitted subject to achieving the necessary grades for access onto the course they have chosen. Any student refused the offer of a place in Year 12 has the right to an independent appeal panel. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the Sixth Form Academy may apply in writing to The Clerk to the Admissions Committee, who will then make the necessary administrative arrangements for you to appeal to the Independent Schools Appeals Panel. The decisions of the Schools Appeal Panel are binding on the Academy governing body and parents.

Year 13 Admissions

Students will be admitted to Year 13 based on a successful completion of Year 12.

Enrolment for Year 13 will take place in August 2025 to review the Year 12 outcomes, attendance, attitude to learning and homework completion.

Ormiston Horizon Academy

Turnhurst Road, Tunstall,
Stoke-on-Trent ST6 6JZ
Tel: 01782 883333
www.ormistonhorizonacademy.co.uk
Principal: Mr Andy Fitzgibbon
Type: Academy

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 academies 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 on the academy website. Arrangements for visits outside these dates can be made through the academy office or contacting on **01782 883333** or info@ormistonhorizonacademy.co.uk

1.1.4. The Academy Trust 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. This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

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 Chair of Governors, Mrs Mary Moran: mmoran@ormistonhorizonacademy.co.uk in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

2.1. The academy admits students between the ages of 11-16. The main intakes are:

- Secondary

2.2. We encourage entry at the academy's main intake time 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:

2.4. Distance

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

2.4.2. Children who live nearest to the school as determined by a straight-line measurement from the child's home address point to the main gate entrance of the school on Turnhurst Road. Stoke on Trent Local Authority uses a geographical information system to calculate home to school distances. This determines coordinates of the applicant's home address

using the Local Land and Property Gazetteer (LLPG) and OS Address Point data. Where two dwellings with 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. Feeder schools

2.6.1. Children on roll at Packmoor Ormiston Academy.

2.7. Siblings

2.7.1. 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

2.7.2. 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.

2.8. Eligibility criteria

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

2.9. Waiting list

2.9.1. 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.

2.9.2. The academy will maintain a waiting list until 31 December 2026 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.

2.10. Withdrawal of a place

2.10.1. 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.

2.10.2. 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.

2.11. Determining arrangements and consultation

2.13.1. 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 the consultation process. Any significant changes proposed by the academy must be approved by 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 our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation, then these will be sent to the OAT. Any subsequent changes will be made in consultation with the OAT Board.

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

2.12. Admission of children outside their normal age group

2.12.1. 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 the academy, in the first instance. Contact with the academy must be made at the earliest opportunity to avoid delays in the application process.

2.12.2. 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 interest of the child concerned. A panel of at least three governors will consider the admission request based on the student's:

- 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

2.12.3. 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 student 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.

2.12.4. 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.

2.13. Complaints about admissions arrangements

2.13.1. 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.

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

3. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact Miss N Marshall, Admissions Officer on **07182 883333** or

[\(nmarshall@ormistonhorizonacademy.co.uk\)](mailto:nmarshall@ormistonhorizonacademy.co.uk)

3.1. Number of spaces (PAN)

The academy has an agreed admission number of **210** per year.

3.2. Application process

3.2.1. Applications for the 2025-26 academic year begins September 2024.

3.2.2. To apply you need to complete the local authority's (LA) common application form (CAF) / academy's form and submit this directly to the LA / academy by the deadline, 31 October.

Year 6 – to complete an online application which can be found on the LA website: [Citizen Portal - Sign in \(stoke.gov.uk\)](http://Citizen Portal - Sign in (stoke.gov.uk))

In-year transfers – to collect an application form from the academy, and once complete to be returned to the academy.

3.2.3. Late applications will not be considered until all other applications have been reviewed.

3.2.4. 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 local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

3.3. Admissions criteria

3.3.1. Any parent may apply for a place at the academy for their child.

3.3.2. If the number of applications is less than the number of spaces then all children will be offered places.

3.3.3. Where the 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.

3.4. Oversubscription criteria

3.4.1. 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.

3.4.1.1. 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 adopted. 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 previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order, including those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3.4.1.2. Children on roll at Ormiston Packmoor Academy.

3.4.1.3. Children with siblings at the academy at the time that they will start on roll.

3.4.1.4. Children of members of staff where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3.4.1.5. Children who live nearest the school measured using the straight-line distance between the academy main gate on Turnhurst Road and the child's home address point. (As defined in 2.4.2).

3.4.2. These criteria are also used as a tie-breaker. Whenever two applicants have the same priority based on criteria 1, 2, 3, 4 & 5 then the child who lives closest to the academy (As defined in 2.1) will be given the higher priority.

In the event that two students live an equal distance from the academy, a random ballot supervised by independent person will be held.

3.5. In-year admissions

3.5.1 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 the academy.

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.

3.5.2 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.

3.5.3. 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.

3.6. Unsuccessful applications

3.6.1. 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.

3.6.2. 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.

3.6.3. 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.

Ormiston Meridian Academy

Sandon Road, Meir,
Stoke-on-Trent ST3 7DF
Tel: 01782 377100
www.ormistonmeridianacademy.co.uk
Principal: Mrs Claire Stanyer
Type: Academy

The academy admits students between the ages of 11-16

1. Policy statement and principles

1.1 Policy aims and principles

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.

This policy details the academies arrangements for admissions and will apply to all admissions from September 2025 to July 2026. This includes in-year admissions within this period.

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/evenings during the year, these will be publicised on the academy's website, and the local newspaper. Arrangements for visits outside these dates can be made through the academy office or by contacting the Principal's PA, Miss D Lovell dlovell@omera.co.uk.

The Academy Trust 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.

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.



Applications open on
**MONDAY 2
SEPTEMBER 2024**



Deadline for applications
**THURSDAY 31
OCTOBER 2024**

Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective
- If there are urgent concerns these should be raised to Sunita Goddard-Patel – Head of Governance in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

The academy admits students between the ages of 11-16. The main intakes are Secondary.

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.

2.1 Definitions

The academy uses the following definitions when applying this policy:

Distance

This is the straight line distance between the academy main gate and the child's home address point.

Children who live nearest to the academy as determined by a straight line measurement from the child's home address point to the main entrance of the academy on Sandon Road, Meir, Stoke on Trent ST3 7DF. Local Authority uses a Geographical Information System to calculate home to academy distances. This determines coordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and Ordinance Survey Address Point data.

Dual address

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 academy nights.

Academy nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of academy 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.

Siblings

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 residents order
- Another child living in the same household where the adult has parental responsibility
- 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.

2.2 Eligibility criteria

Entry to Ormiston Meridian Academy is subject to the regulations regarding nationality, residency status and eligibility to study in the UK. Students are currently eligible to be admitted if:

- They are British citizens and/or EU nationals
- They are a non-EU national that has
 - Exceptional or Indefinite Leave to Remain in this country
 - Refugee status

2.3 Waiting list

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.

The Local Authority will maintain a waiting list until 31st December following the main academy intake. Each added child will require the list to be ranked again, in line with the academy's oversubscription criteria against 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

2.4 Withdrawal of a place

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 this occurs the application will be considered afresh.

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.

2.5 Determining arrangements and consultation

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

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

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

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

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, Mrs. Ann Berrisford Inclusion Manager. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

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 governing body. A panel of at least three governors will consider the admission request based on:

- The student's academic ability
- The student's social and emotional development
- Views of the parents and Principal; and
- Any additional relevant information available

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 student 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.

Once the governing body has made a decision, the family/parent can then apply to the academy using the process detailed in this policy. 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 but it is not in their preferred age group.

2.7 Complaints about admissions arrangements

Any person, or body, can make an objection to the Education Funding Agency when they consider the academy's arrangements are unlawful, or not in compliance with the Academy Admissions Code / relevant legislation relating to admissions.

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

3. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information please contact dlovell@omera.co.uk.

Number of spaces (PAN)

The academy has an agreed admission number of **180** per year.

Application process

Applications for the 2025/2026 academic year begin on the 2nd September 2024. To apply you need to complete the local authority's (LA) common application form and submit this directly to the LA by the deadline, 31st October - stoke.gov.uk/admissions

Late applications will not be considered until all other applications have been reviewed.

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 local authority has been made. All offers will be made on the secondary national offer day (1st March or, if this falls at the weekend, on the next working day).

Oversubscription criteria

If OMA receives more applications than there are available places then children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy.

If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), 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 who have siblings at the academy at the time that they will start on roll.
3. Admission authorities may give propriety in their oversubscription criteria to children of staff in either or both of the following circumstances:
 - 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
4. Children who attend our main feeder primary schools; Sandon Primary Academy, The Crescent Academy, Alexandra Junior School, Park Hall Academy, Belgrave, St Bartholomew's Primary Academy, St Matthews CofE Academy and Weston Junior Academy.
5. Children who live nearest to the academy as determined by a straight line measurement from the child's home address point to the main entrance of the academy on Sandon Road Meir Stoke on Trent ST3 7DF.

Tie break

These criteria are also used as a tie breaker. Whenever two applicants have the same priority based on criteria 2-4 then the child

who lives the closest to the academy will be given the higher priority. In the event that two students live an equal distance from the academy a random ballot, supervised by an independent person, will be held.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance to the local authorities' oversubscription criteria within this policy. In-year admissions forms can be obtained from the academy. Please contact **01782 377100**.

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student 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 student's admission.

If the academy refuses entry, the local authority may request a direction from the Education and Skills Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the ESFA (these will be made within seven calendar days).

The decision of the Secretary of State will be binding upon the academy.

Unsuccessful applications

The academy will inform the child's parent if a decision has been made to refuse their child a place. This will include information about the right to appeal, deadlines and contact details.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy, the family and the Local Authority.



Deadline for applications

**THURSDAY 31
OCTOBER 2024**

Ormiston Sir Stanley Matthews Academy

Beaconsfield Drive, Blurton,
Stoke-on-Trent ST3 3JD
Tel: 01782 882200
www.ormistonsirstanleymatthewsacademy.co.uk
Principal: Mrs Kelly Hassall
Type: Academy

The academy currently admits students between the ages of 11-16.

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 academies arrangements for admissions and will apply to all admissions from 2 September 2025 to 31 August 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 through our social media channels as well as our local feeder schools. Arrangements for visits outside these dates can be made through the academy office, please contact **01782 882200** to request a visit.

1.1.4. The Academy Trust 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. 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 any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective

1.2.2. If there are urgent concerns these should be raised to the Head of Governance, Sunita Yardley-Patel, in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

2.1. The academy admits students between the ages of 11-16. The main intakes are:-

- Secondary

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:-

2.4 Distance

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

2.4.2. Children who live nearest to the academy as determined by a straight line measurement

from the child's home address point to the main entrance of the school on Beaconsfield Drive. Stoke on Trent Local Authority uses a Geographical Information System to calculate home to school distances. This determines coordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey Address Point data.

2.4.3. Where two dwellings with 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 Siblings

2.6.1. 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

2.6.2. 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.

2.7 Eligibility criteria

2.7.1. Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non-EU national that has –
 - ‘Exceptional’ or ‘Indefinite Leave to Remain’ in this country
 - Refugee status

2.8 Waiting list

2.8.1. 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.

2.8.2. The Local Authority will maintain a waiting list until the end of the academic year 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

2.9 Withdrawal of a place

2.9.1. 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 this occurs the application will be considered afresh

2.9.2. 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.

2.10 Determining arrangements and consultation

2.10.1. Admissions arrangements will be set annually, this will happen even if there

are no changes from previous years and a consultation is not required.

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

2.10.3. The academy will consult on admissions arrangements when changes to the academies’ 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.

2.10.4. We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy’s consultation then these will be sent to OAT. Any subsequent changes will be made in consultation with OAT.

2.10.5. Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.11 Admission of children outside their normal age group

2.11.1. 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, Miss Thompson, Assistant Principal responsible for admissions, 01782 882200. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

2.11.2. 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 governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

2.11.3. 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 student 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.

2.11.4. Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. 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 but it is not in their preferred age group.

2.12 Complaints about admissions arrangements

2.12.1. 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.

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

3. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact Miss C Thompson, Assistant Principal, **01782 882200**.

3.1 Number of spaces (PAN)

3.1.1 The academy has an agreed admission number of **240** per year.

3.2 Application process

3.2.1. Applications for the 2025-2026 academic year begins 2 September 2024.

3.2.2. To apply you need to complete the local authority's (LA) common application form (CAF) and submit this directly to the LA / academy by the deadline, 31 October.

Please use this link

stoke.gov.uk/admissions

3.2.3. Late applications will not be considered until all other applications have been reviewed.

3.2.4. 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 local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

3.3 Selection criteria

3.3.1. If the number of applications is less than the number of spaces then all children will be offered places.

3.4 Oversubscription criteria

3.4.1. If the academy receives more applications than there are available places then children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

3.4.2. Looked after children and those who were previously looked after was adopted or became subject to a child arrangements order or special guardianship order. 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); or those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order.

3.4.3. Children who have siblings at the school at the time that they will start on roll.

3.4.4. Children of an existing member of staff of the school at the time of application. 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3.4.5. Children who live nearest to the school as determined by a straight line measurement from the child's home address point to the main entrance of the school on Beaconsfield Drive.

Tie-breaker criteria

These criteria are also used as a tie-breaker. Whenever two applicants have the same priority based on criteria 1, 2, 3, 4 & 5 then the child who lives closest to the academy (As defined in 2.1) will be given the higher priority. In the event that two students live an equal distance from the academy, a random ballot supervised by independent person will be held.

3.5 In-year admissions

3.5.1. Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance the local authorities Fair Access Protocol. In-year admissions forms can be obtained from the academy.



Applications open on
**MONDAY 2
SEPTEMBER 2024**


3.5.2. Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student 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 student's admission.

3.5.3. If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

3.6 Unsuccessful applications

3.6.1. 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.

3.6.2. A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.



Deadline for applications
**THURSDAY 31
OCTOBER 2024**

St Joseph's College

London Road, Trent Vale,
Stoke-on-Trent ST4 5NT
Tel: 01782 848008
www.stjosephstrentvale.com
Headteacher: Mrs Charlotte Slattery
Type: Academy

The academy admits students between the ages of 11-18

Statement

St Joseph's College is a co-educational selective Catholic School for boys and girls between the ages of 11 and 18. The college is an academy school, part of the Edmund Rice family of schools, founded by the Christian Brothers and following the charism of Blessed Edmund Rice.

The admissions authority for the school is the Board of Directors of the Edmund Rice Academy Trust who have responsibility for the Admissions to St Joseph's College. The Board of Directors has delegated responsibility for the administration of the admissions process to the Admissions Committee.

The admissions process for St Joseph's College is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme.

To apply for a place at St Joseph's College in the normal admissions round (excluding admission to Year 12), an application must be made using the school admission application process of the local authority in which you live naming St Joseph's College on the application form. Applications need to be made by 31st October 2024.

An application must be made directly to the school via their online system and completed by the same date (see note 3 and 5 below).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 1 March 2025, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The Admission Policy of the Governing Board of St Joseph's College is as follows:

The ethos of this academy is Catholic. The academy was founded by the Christian Brothers to provide education for children of Catholic families. The academy is conducted by its Governing Board as part of the Catholic Church in accordance with the Christian Brothers as Trustees and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here.

The Board of Directors has set its admission number at **150** pupils to be admitted to Year 7 in the school year which begins in September 2025 (See Note 2 below).

St Joseph's College has no designated catchment area and the Governing Board considers applications regardless of which local authority area a pupil lives in.

For a pupil to be considered for admission in September 2025, parents must comply with both of the following:

- a) Apply to the school by 6th September 2024 for their child to take the entrance test. The application form for the entrance test will be available from the school from 1 July 2024.

And in addition to completing and returning the above form, parent(s) and guardians must

- b) Complete and return their local authority secondary school application form by 31 October 2024 naming St Joseph's College as one of their preferred schools.

The appropriate form will be available from pupils' current primary schools or the home local authority and should be returned directly to them as directed on that form. Local authority forms are not available from St Joseph's College and should not be returned directly to the school.

Applications will be deemed as incomplete if both of the above application forms are not submitted as required. Incomplete applications will not be considered for admission by the Governing Board.

Stage One – The Entrance Test

The entrance test will take place on 17th, 18th, 19th September 2024. Parents will be informed of the arrangements for the test ahead of these dates and be given samples of questions.

Parents will be advised by 1st October 2024 whether or not their child has reached the required mark of 105 in order for parents to know the outcome before the deadline to submit their local authority secondary school application form of 31 October 2024. Parents will also be advised of how many pupils have reached the required mark of 105 in the test so that an assessment can be made of the likelihood of a child being allocated a place at the college using the oversubscription criteria listed in Stage Two of this policy.

To reach the required standard, pupils must achieve an age adjusted score of 105, based on the average of the tests taken. To help clarify the standard required to pass the entrance test, 95% of pupils who pass the entrance test will be expected to achieve at least an average level 4 in their Key Stage Two SATs. All entrance test papers will be marked anonymously and markers will not be able to identify any individual child.

Pupils who do not achieve the required score of 105, but achieve a score of 104 or 103 will have their paper re-marked.

Parents who consider that their child has a disability and/or a Special Educational Need which could disadvantage them during the entrance test process should provide further written information and evidence of the

disability or Special Educational Need to the Governing Board at the time of applying for their child to take the test. Evidence would be required from qualified educational or medical practitioners confirming the nature of the child's disability or Special Educational Need. Consideration will then be given to making any reasonable adjustments or other practical arrangements for them taking the test to ensure that no pupil is placed at a disadvantage.

If the number of pupils who achieve the required score is less than 150, then places at St Joseph's College will be offered to every one of those pupils.

The parents of pupils who have not achieved the required score of 105 will be notified of this in writing and their applications will not proceed to Stage Two of the admissions process.

Stage Two – Oversubscription Criteria Oversubscription Criteria for Years 7 to 11

If the number of pupils who have achieved 105 or more in the entrance test exceeds the admission number of 150, their parents will be sent a Supplementary Information Form (SIF) with their letter advising them of the outcome. The relevant form must be returned, completed, to St Joseph's College by 31 October 2024. The Governing Board will then give priority to applications in accordance with the criteria listed below. If a child has achieved a score of 105 or more in the entrance test and the parents do not return the SIF, then the child will be considered to be a non-Christian. No further reference to academic performance or scores achieved in the entrance test will be made with relation to offering places in the line with the oversubscription criteria.

1. Baptised Catholic children (see Note 3 below) who are looked after or previously looked after (See Note 1 below)
2. Baptised Catholic children (see Note 3 below) who have will have a brother or sister attending St Joseph's College in September 2025 (see Note 6 below)
3. Baptised Catholic children (see Note 3 below) of a member of staff of the school at the time of application (see Note 8)

4. Other Baptised Catholic children (see Note 3 below) limited to 125 to include categories 1, 2 and 3 above
5. Non-Catholic children who are looked after or previously looked after (See Note 1 below)
6. Christian children (see Note 5 below) who will have a brother or sister attending St Joseph's College in September 2025 (See Note 6 below)
7. Christian children (see Note 5 below) of a member of staff of the academy at the time of application (see Note 8)
8. Other Christian children (See Note 5 below) limited to 18 which includes other Christians at categories 5, 6 and 7 above
9. Non-Christian children who will have a brother or sister attending St Joseph's College in September 2025 (See Note 6 below)
10. Non-Christian children of a member of staff of the academy at the time of application (see Note 8)
11. Other non-Christian children or of no faith which includes categories 5, 9 and 10 above

Over-subscription

If there is over-subscription within categories 1 – 4, the Governing Board will give priority to children whose SIF is accompanied by a Certificate of Practice (see note 4 below). Diocesan Education Service's website at www.bdes.org.uk/admissions.html

'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance.

A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests bdes.org.uk/admissions

If there is oversubscription in categories 5– 8 the Governing Board will give priority to children who's SIF is accompanied by proof of membership to other Christian denominations. This may be in the form of a letter from the Cleric in charge or a supporting statement from their religious minister evidencing their practice of faith. (See note 5 below).

If there is oversubscription in categories 9-11 the Governing Board will give priority to those who live closest to the College (see note 7).

Where children tie for the final places to be offered within a category, the Governing Board will give priority to children living closest to the college, determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front gate of the academy. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system (See Note 7).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and college is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use

a computerised system to randomly select the child to be offered the final place. As an exception, the Governing Board will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places

Note 1

A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Board of directors) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 2

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants.

Note 3

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) for Catholics which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child’s chance of being offered a place at St Joseph’s College.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 4

The evidence for assessing practice of faith will be gathered from the Supplementary Information Form (SIF), supported by a Certificate of Practice completed by the priest.

A child and a parent who are or who have gone through the process of Rite of Christian Initiation for Children (RCIC) or Rite of Christian Initiation for Adults (RCIA), and have been accepted into the Catholic Church on or before the date of 31st October 2021 will be treated as Catholic. Supportive documentary evidence needs to be received from the Parish Priest to confirm this.

Note 5

“Children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service

in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Parents making an application for a Christian or a non-Christian child should also complete a Supplementary Information Form. Proof of membership to other Christian denominations will be requested. This may be in the form of a letter from the Cleric in charge or other appropriate evidence. Failure to provide appropriate proof may affect the oversubscription criterion that the child's name is placed in.

Note 6

For an applicant to be given priority as a brother or sister, the brother or sister already attending St Joseph's College needs to be in Years 7 to 11 in September 2025 or, if in Years 12 or 13, have attended the school since Year 10 and still attending St Joseph's College in September 2025.

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

Note 7

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided on the Local Authority's Common Application Form. Where parents have shared responsibility for

a child, and the child lives for part of the week with each parent, the home address will be the address provided on the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week. Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

Note 8

This criteria will be applied in the case of a member of staff who has either:

- a) 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) Been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Applications for children to be admitted into a class outside of their normal age group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary School. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Headteacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Year 7 September 2026 then the original application is withdrawn and the parents must submit a fresh application for Year 7 2026 when applications open in the autumn term of 2025.

Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <https://www.gov.uk/government/publications/summer-born-children-school-admission>

Appeals

Parents who wish to appeal against the decision of the Governing Board to refuse their child a place in the academy may apply in writing to the Governing Board at the Academy address. Appeals will be heard by an independent panel.

Repeat applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parents, child or academy but still refused admission.

Late applications

Applications to sit the entrance test received between 16th September 2024 and 4th October 2024 will be accepted, subject to arrangements being made for the pupil to sit the test on an alternative date and achieving the required mark of 105 or more.

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

Applications other than the normal intake to y7 (in-year applications)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available and they have successfully reached the required mark of 105 on the in-year entrance test. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at stjosephstrentvale.com/admissions

To apply for a place in the school in-year, parents will need to complete the school's own application form which is available on our website at <https://www.stjosephstrentvale.com/admissions> and return it directly to the school ensuring that any required supplementary information is attached.

If there are no places available, the child will be added to the waiting list provided they have sat and passed the entrance test.

Parents will be advised of the outcome of their application in writing and, where the Governing Board's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

Waiting lists

Waiting lists for admission will remain open until the end of December 2025 and will then be transferred to an in year waiting list which will be held until the end of the academic year. The waiting list will be kept by the Governing Board in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

In year fair access policy

Refer to the agreed policy with the LA for admission of previously excluded or hard to place children. There is no charge or cost related to the admission of a child to this College.



Applications open on
**MONDAY 2
SEPTEMBER 2024**

Deadline for applications
**THURSDAY 31
OCTOBER 2024**

Appendix

Definition of a “Baptised Catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- • Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing Bodies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General,

will decide how the question of Baptism/ Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)



2025/26 Admission arrangements for entry into the sixth form

St Joseph's College is a co-educational selective Catholic School for boys and girls between the ages of 11 and 18. The college is an academy school, part of the Edmund Rice family of schools, founded by the Christian Brothers and following the charism of Blessed Edmund Rice.

The Sixth Form Admission Policy of the Governing Board of St Joseph's College is as follows:

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Governing Board as part of the Catholic Church in accordance with the Christian Brothers as Trustees and seeks at all times to be a witness to Jesus Christ. We ask all students, parent(s) and guardians applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of students, parent(s) and guardians who are not of the faith of this academy to apply for and be considered for a place here.

The Academy's capacity for each year group in the sixth form for the academic year 2025/26 is 200. The minimum number of students admitted who have not previously attended St Joseph's College is 55.

The number of students who have applied for each course will be taken into account. Additional pupils may be admitted over the external admission number of 55 if the applicants chosen courses are not full.

Applicants must gain at least 3 x 5s and 3 x 4s including a minimum of a 4 in English Language and Maths

If a student wishes to take a subject that was available at GCSE but has not been studied at GCSE, then acceptance onto the course must be agreed with the subject leader. Different course options will be available to students depending upon their GCSE results. This will be explored and the pre-examination and post-examination course discussion

meetings. A full list of the specific entrance arrangements for each subject is overleaf.

St Joseph's College has no designated catchment area and the Governing Board considers applications regardless of which local authority area a pupil lives in.

Oversubscription Criteria

If the number of applications received exceeds the admission number of 55, the Governing Board will then give priority to applications in accordance with the criteria listed below:

1. Applicants who are looked after or previously looked after (see Note 1)
2. Students currently attending other schools

Where there is oversubscription within a category, the Governing Board will give priority to students living closest to the college, determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front gate of the academy. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a place

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and college is exactly the same, for example,

blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the admission number to be exceeded, the local authority will use a computerised system to randomly select the student to be offered the final place. As an exception, the Governing Board will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places. There is no charge or cost related to the admission of a child to this College.

Note 1

A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who was looked after, be ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Board of directors) to have been in state care outside of England and ceased to be in state care as a result of being adopted.



St Joseph's College
Sixth Form Subject A Level Entry Criteria for September 2025

Subject	Entry criteria
Art	5 in GCSE Art (if studied at GCSE). 5 in GCSE Textiles, Graphic Products or RM (if Art not studied at GCSE)
Biology	2 x 6 in GCSE Science plus 5 in GCSE Maths or 6 in GCSE Biology and 5 in GCSE Mathematics
Business Studies	5 in GCSE Business Studies (if studied at GCSE). 6 in GCSE English Language (if Business Studies is not studied at GCSE).
Chemistry	2 x 6 in GCSE Science plus 5 in GCSE Maths or 6 in GCSE Chemistry and 5 in GCSE Mathematics
Computing	5 in GCSE Maths
D.T. Food Level 3 course	5 in GCSE D.T. Food
D.T. Product Design	5 in GCSE DT Product Design, Textiles, or Graphics (if studied at GCSE). 5 in Art (if D.T. not studied at GCSE)
D.T. Textiles	5 in GCSE D.T. Product Design, Textiles, or Graphics. 5 in GCSE Art or an acceptable portfolio of work (if D.T. not studied at GCSE)
Economics	5 in GCSE Mathematics and 5 in GCSE English Language
English Lang. and Lit.	6 in GCSE English Language and 5 in GCSE English Literature
English Literature	5 in GCSE English Language and 5 in GCSE English Literature
MFL (French & Spanish)	5 in Higher Paper GCSE of language chosen
Geography	5 in GCSE Geography (if studied at GCSE). 5 in GCSE English Language (if Geography not studied at GCSE)
Government and Politics	5 in GCSE English Language
History	5 in GCSE History (if studied at GCSE) and 5 in GCSE English Language or Literature. 5 in English Language (if History not studied at GCSE)
Mathematics	6 in GCSE Mathematics
Further Mathematics	7 in GCSE Mathematics
Music	5 in GCSE Music or Distinction in Performing Arts (Music)/BTEC / RSL level 2 (music based) and 5 in GCSE English Language.
Performing Arts (Music) Level 3 course	5 in GCSE Music or 5 in GCSE Performing Arts (music) or Distinction in Performing Arts (music) / BTEC / RSL level 2 (music based).
Physics	2 x 5 in GCSE Science plus 6 in GCSE Maths or 5 in GCSE Physics and 6 in Mathematics.
Physical Education	5 in GCSE Physical Education and 2 x 5 in GCSE Science
Psychology	5 in GCSE English Language and 5 in GCSE Maths
Religious Studies	5 in GCSE Religious Studies (if studied at GCSE) and 5 in GCSE English Language or Literature. 5 in English Language (if RS not studied at GCSE)
Sociology	5 in GCSE English Language
Theatre Studies	5 in GCSE Drama or Theatre Studies (if studied at GCSE). 5 in GCSE English Language (if Drama or Theatre Studies not studied at GCSE) plus evidence of acting experience (or short audition if no acting experience)

General Entry Criteria: 3 x 5s and 3 x 4s including a minimum of a 4 in English Language and Maths.

St Margaret Ward Catholic Academy

Little Chell Lane, Tunstall,
Stoke-On-Trent ST6 6LZ
Tel: 01782 883000
www.stmargaretward.co.uk
Headteacher: Mr Dominic McKenna
Type: Academy

The academy admits students between the ages of 11-18

Admissions Criteria 2025/2026

St Margaret Ward Catholic Academy is part of the Newman Catholic Collegiate. The admissions authority for the school is the Board of Directors of the Newman Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Margaret Ward Catholic Academy.

The admissions process for St Margaret Ward Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Margaret Ward Catholic Academy in the normal admissions round (excluding admission to Year 12), an application must be made using the school admission application process of the local authority in which you live naming St Margaret Ward Catholic Academy on the application form. Applications need to be made by 31 October 2024.

NB: A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 1 March 2025, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means; all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number at 210 pupils to be admitted to Year 7 in the school year which begins in September 2025. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 below) attending St Margaret Ward Catholic Academy at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at birminghamdiocese.org.uk/parish-map and will be applied to the admission arrangements for the academic year 2025/2026.

A map of the parish boundary is available on the school website as well as from the parish.

Oversubscription Criteria for Years 7 to 11

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) currently attending a named feeder school in the Newman Catholic Collegiate (see Note 5 below)
3. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
4. Other Baptised Catholic children (see Note 2 below)
5. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
6. Non-Catholic children (see Note 2 below) currently attending a named feeder school in the Newman Catholic Collegiate (see Note 5 below)
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending a school in the Newman Catholic Collegiate (see Note 5 below)
8. Children of other Christian denominations whose membership is evidenced by a minister of religion (see Note 7 below).
9. Non-Catholic children of staff employed at St Margaret Ward Catholic Academy who have been employed for a minimum of two years at the time of application or have been employed for less than two years but were recruited to fill a vacant post for which there is a demonstrable skills shortage.
10. Children of other faiths or none.



Note 1.

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

Note 2.

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school. You will find this form at the end of the policy.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as catholic. The carer must forward a copy of their own Catholic baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 3.

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order

or special guardianship order and includes those children who appear (to the Board of Directors) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 4.

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children.

The children must be living permanently in the same household

Note 5.

The named feeder schools for St Margaret Ward Catholic Academy in the Newman Catholic Collegiate are:

- Our Lady of Grace Catholic Academy, Biddulph
- St John the Evangelist Catholic Academy, Kidsgrove
- St Joseph's Catholic Academy, Goldenhill
- St George and St Martin's Catholic Academy, Birches Head
- St Wilfred's Catholic Academy, Tunstall
- St Mary's Catholic Academy, Norton
- St Peter's Catholic Academy, Cobridge
- Our Lady and St Benedict's Catholic Academy, Abbey Hulton (Shared with St Thomas More Catholic Academy)

(These are the listed schools of the collegiate at the time of producing the policy and are the names of schools that will be considered for ranking purposes in the application of this policy).

Note 6.

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point used to determine the parish in which the property lies. The local authority calculates the distance using a GIS (Geographical Information System), which measures all distances in miles. Ordnance Survey supply the coordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Board Of Directors that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Note 7.**Definition of children of other Christian denominations**

"Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit.

An ecclesial community which on principle has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Churches Together in England (<https://www.cte.org.uk>) Churches Together in Britain and Ireland (<https://ctbi.org.uk>) Proof of membership to other Christian denomination will be requested. This may be in the form of a letter from the Cleric in charge or other appropriate evidence. Failure to provide appropriate proof may affect the oversubscription criterion that the child's name is placed in.

Parents making an application for a child from another Christian denomination should also complete a **Supplementary Information Form (SIF) which should be returned directly to the school.** If you do not provide the information required in the Supplementary Information Form and return it by the

closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school. You will find this form at the end of the policy.

Applications for children to be admitted into a class outside of their normal age group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board

of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Year 7 in September 2025, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2025 when applications open in the autumn term of 2024. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

Repeat applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the

parent, child or school, but have still refused admission.

Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

Waiting lists

In addition to their right to appeal, children who have not been offered a place at St Margaret Ward Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2026 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places

may accept them, thereby filling all available places.

Children on the waiting list who attend a named feeder primary school (see Note 5 above) who have not been offered a place in the school by the beginning of the Autumn term 2026 will be re-ranked to take into account that they will no longer be attending that feeder primary school from 1st September 2026. This will affect the oversubscription criteria that your child is placed into on the waiting list from 1st September 2026.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

In year fair access protocol

The Board of Directors of St Margaret Ward Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

Applications other than the normal intake to year 7 (in-year admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at [Admissions and Appeals | St Margaret Ward Catholic Academy](#)

To apply for a place in the school in-year, parents will need to complete the school's own application form which is available on our website at [In-Year-Application-Admissions and Appeals / St Margaret Ward Catholic Academy](#)

and return it directly to the school ensuring that any required supplementary information is attached.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel. There is no charge or cost related to the admission of a child to this school.

Admissions Policy Trinity Sixth Form at St Margaret Ward Catholic Academy 2025/2026

The school operates a sixth form for a total of 200 pupils. 100 places overall will be available in Year 12. Whilst the admission number is 100, if fewer than 90 of the school's existing pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 100.

Applications for the Sixth Form should be made directly to the school using the application form available from the school Mrs P Rhodes (Head of Sixth Form) and also online applications through the UCAS Progress website. Completed application forms must be returned to the school.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form.

Admissions – A level Courses

- Equivalent to five or more grade 9-4 passes in GCSE subjects, including both English and Maths. This is a grade 4 in Maths and English plus 3 other GCSEs at grade 4 or above;
- Any additional requirements for the specific entry criteria to particular subject/courses are listed in the prospectus. (See Appendix 1)
- In some circumstances if an appeal is made by a student who has not achieved a grade 4 in either Maths or English, subject to an agreement to resit that



Applications open on

**MONDAY 2
SEPTEMBER 2024**

subject, they may be accepted into Trinity Sixth Form. We will not accept students who have achieved a GCSE grade 3 in both English and Maths;

Admissions – Level 3 BTEC Courses

- Equivalent to 5 Level 2 Standard Pass or above (grade 4 at GCSE or Level 2 Pass in Technical Qualifications) including English and Maths.
- Any additional requirements for the specific entry criteria to particular subject/courses are listed in the prospectus (See trinity6.com);
- In some circumstances if an appeal is made by a student who has not achieved a grade 4 in either Maths or English subject to an agreement to resit that subject they may be accepted into Trinity Sixth Form. We will not accept students who have achieved a GCSE grade 3 in both English and Maths;

GCSE Maths and English

- Students will be required to retake Mathematics or English GCSE qualifications if they have not been achieved at GCSE Grade 4 or above. Students will need to have achieved a grade 3 to access the resit GCSE Mathematics and English courses
- We will not accept students who have achieved a GCSE grade 3 in both English and Maths.

All those seeking admission to the Trinity Sixth Form must achieve the necessary grades for access onto the courses they have chosen. Refer to the subject specific entry requirements Appendix 1.

In addition, Trinity Sixth Form has a policy of ensuring that independent careers advice and guidance is available for students.

Applications will be handled in the order submitted.

In addition to the Sixth Form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the opportunity of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements priority will be given in accordance with the oversubscription criteria set out below.

Where there is space in Year 13, i.e. where there are fewer than 100 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 above) attending St Margaret Ward Catholic Academy at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 above)

Please note that Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Oversubscription Criteria for Sixth Form

The circumstances of the Trinity Sixth Form partnership mean that we can be flexible as to our student numbers but the key determining factor will be the size of groups for each course.

Admission to the Trinity Sixth Form in Year 12 will be in the following order of priority:

1. Students who are looked after or previously looked after (see Note 3 above)
2. Students in Year 11 currently at St Thomas More Catholic Academy and St John Fisher Catholic College
3. Students in Year 11 from schools in the UK but not a partner school, who meet the entry criteria;
4. Students from outside of the three partner schools looking to re-sit courses and eligible for funding from the Education, Skills and Funding Agency (ESFA);
5. Overseas students with valid permission/visa status to study in the UK and eligible for funding. These are referred to as personal entry criteria;

The entry requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at St Margaret Ward Catholic Academy and external applicants.

We accept both traditional paper applications and also online applications through the UCAS Progress website.

Appeals

- Any student refused the offer of a place in the Trinity Sixth Form at St Margaret Ward or a place on a chosen course has the right of appeal;
- In the first instance, this appeal is to the Headteacher at St Margaret Ward;
- Parents who wish to appeal against the decision of the Headteacher of St Margaret Ward to refuse their child a place in the Sixth Form may apply in writing to the Board of Directors/Chair of Governors. Appeals will be heard by an independent panel.
- Any decision made is binding across the three academies in the partnership;

Appeals for Sixth Form – appeals may be made by the student and/or the parent/ carer

Deadline for lodging appeals and providing evidence to support the appeal (if appropriate)	20 school days from the date of notification that the application was unsuccessful
Where the offer of a place would have been conditional upon exam results - Appeals will be heard	Within 30 school days of confirmation of those results
Where the offer of a place would not have been conditional upon exam results - Appeals will be heard	Within 40 school days of deadline for appeals
Notice of appeal hearing	10 school days' notice of the appeal hearing
Deadline for governing body to submit evidence for the appeal	10 school days before the appeal hearing
Deadline for sending appeal papers to all parties	10 school days before the appeal hearing
Deadline for appellant to submit additional evidence	Five school days before the appeal hearing. Information or evidence not submitted by the deadline might not be considered at the appeal
Late applications for appeals will be heard by	At the same time as previously scheduled appeals or within 30 school days of appeal being lodged
Decision letters sent to appellant	Normally within five school days

Special consideration

A student may be able to claim special consideration if a medical condition exists (supported by a doctor's note) that has significantly influenced GCSE results in comparison to the predicted outcomes. Such cases will be considered on their individual merits.

False Information

Where the academy has made the offer of a place in the Trinity Sixth Form on the basis of a fraudulent or intentionally misleading application, the offer of a place will be withdrawn.

Late Applications

We will accept applications after the submission date on the basis that:

1. These applications will be dealt with after those submitted by the advertised date.
2. Some courses may well be full.
3. We may have made alterations to the option blocks to accommodate the subject choices for the majority of applicants. Trinity Sixth Form reserves the right to alter, substitute or withdraw courses/programmes as appropriate.
4. Some courses may have to be removed from the offer, e.g. if insufficient students wish to access a course. Offers of places on all courses are made subject to availability and the constraints of timetabling all of the various combinations requested.

Late applications will be considered up to the end of the third full week of the Autumn Term in Year 12.

Option blocks are locked in place in the final term of the previous academic year meaning that all options may no longer be freely available to choose. Any offers or conditional offers may be subject to the size or projected size of classes. This could affect students wishing to transfer from other providers.

Exceptions will be made for students moving into the North Staffordshire area from other areas of the UK or from other countries. However, these cases will be dependent on the availability of places in chosen subjects, meeting the published entry requirements – academic and personal - and how much of the course has been missed which could impact on the likelihood of the student making progress and achieving well.

Oversubscription Criteria for Trinity Sixth Form

the key determining factor will be the size of groups for each course.

If there are two or more students who apply at the same time, we will use the following methods:

1. By GCSE grade in the particular oversubscribed subjects,
 2. By average GCSE points score.
- N.B. All of the above refers to GCSE only, not equivalences such as BTEC.

Timetable for Admission

1. Students complete application in Autumn Term of Year 11;
2. Applications processed from December of Year 11;
3. Following the submission of application forms students will be invited for a course discussion;
4. School makes a conditional offer and this is communicated to parents during the spring term of Year 11. Applicants will be made an offer of a place in order to study specified courses. These will be the courses agreed during the course discussion. The offer will be subject to meeting the entry criteria for the course;
5. Option blocks are fixed based on applications;
6. Students will be required to enroll on a specified date, following the publication of GCSE results. Failure to attend enrolment will result in the offer of a place being withdrawn, except where we have received prior notification in writing;
7. GCSE results published August 2025;
8. Admission confirmed or refused August 2025;
9. Appeals September 2025

To ensure that the quality of provision for the students is maintained, the directors of each partner academy have jointly adopted this admissions policy.

APPENDIX 1

Courses and Entry Requirements 2025-26

The general entry requirement for Trinity Sixth Form is five or more 9-4 including grade 4 in English and Maths.

If students have achieved a grade 3 in English or Maths, they can resit this qualification alongside a more vocational Level 3 pathway.

AS/A Level courses

It is recommended that students have a grade 6 (B equivalent) at GCSE in their chosen subject/closely related subject.

Places are available on A level courses to these students in the first instance.

Exceptions are:

Maths-Grade 7 at GCSE Further Maths-Grade 8 at GCSE

BTEC Courses

For our vocational curriculum, students need to have met our general entry requirement and have a passion for their chosen subject. These are equally demanding courses that are assessed in a more modular way.

Appendix

Definition of a “Baptised Catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the

Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception. Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/ Reception is to be resolved and how written

evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)



Catholic Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

Post code

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	<input type="checkbox"/>	No*	<input type="checkbox"/>
Does the above named child have any siblings currently attending St Margaret Ward Catholic Academy?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

***A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.**

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

This Supplementary Information Form must be returned directly to St Margaret Ward Catholic Academy at Little Chell Lane, Tunstall, ST6 6LZ by 31 October 2024.

Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St Margaret Ward Catholic Academy at Little Chell Lane, Tunstall, ST6 6LZ
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mrs E Stanway, Business Manager and you can contact them with questions relating to our handling of the data. You can contact them by emailing office@smwca.org.uk or estanway@smwca.co.uk
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the complaints procedure found on our website, in the documentation section. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at ico.org.uk

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Board of Directors may withdraw any offer of a place even if the child has already started school.

Signed

Date

Print Name

Other Christian denominations Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Subsequently, wherever there are more applications than places available, priority will be given to Children of other Christian denominations whose membership is evidenced by a minister of religion in accordance with the oversubscription criteria 8.

Therefore proof of membership to other Christian denomination will be requested. This may be in the form of a letter from the Cleric in charge or other appropriate evidence. Failure to provide appropriate proof may affect the oversubscription criterion that the child's name is placed in. This does not affect the right of an application who is not Catholic or of any other Christian denomination to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

Post code

Contact Number

Please tick the appropriate box:

Is the above named child a member of a Christian denomination other than Catholic?	Yes*	No
Is proof of this membership attached?	Yes	No*

*** Proof of membership to other Christian denominations will be requested. This may be in the form of a letter, Christening/Baptismal certificate from the Religious Leader in charge or other appropriate evidence. Failure to provide appropriate proof may affect the oversubscription criterion that the child's name is placed in.**

This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:

[This Supplementary Information Form must be returned directly to St Margaret Ward Catholic Academy, Little Chell Lane, Tunstall, ST6 6LZ by 31 October 2024.](#)

Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St Margaret Ward Catholic Academy at Little Chell Lane, Tunstall, ST6 6LZ
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mrs E Stanway, Business Manager and you can contact them with questions relating to our handling of the data. You can contact them by emailing office@smwca.org.uk or estanway@smwca.co.uk
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1) (e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the complaints procedure found on our website, in the documentation section. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at ico.org.uk

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Board of Directors may withdraw any offer of a place even if the child has already started school.

Signed

Date

Print Name

St Peter's CofE Academy

Fenton Manor, Fenton,
Stoke-on-Trent ST4 2RR
Tel: 01782 882500
www.spa.woodard.co.uk
Principal: Mr Michael Astley
Type: Academy

The academy admits students between the ages of 11-16

Vision

We will aspire to provide a creative, enriching and fully inclusive education rooted within the context of a Christian ethos so that 'every life is enriched' and all are valued as 'children of God.' Our community will, 'above all, love each other deeply, because love covers over a multitude of sins. Offer hospitality to one another without grumbling ...and use whatever gift you have received to serve others.' 1 Peter 4:8-11

Statement

St Peter's CofE Academy welcomes children from all backgrounds, faiths and no faith. The sponsors of the academy are committed to developing an inclusive school that reflects the diversity of the whole community in Stoke-on-Trent.

Academy Ethos Statement

St Peter's CofE Academy is an inclusive academy that serves the whole community of Stoke-on-Trent. The academy has a distinctive character and ethos, which reflect the teachings of Jesus Christ and Christian values. We ask all parents applying for a place here for their children to respect this ethos and its importance to the academy community. We hope that all students who come to St Peter's CofE Academy will be able to participate (as appropriate) in the religious life of the academy (including collective worship and religious education). This does not affect the right of parents to withdraw their children from collective worship and religious education and for those who are not Christians to apply

for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith.

St Peter's CofE Academy admits **210** students to Year 7 each September. Out of the 210 places, the Academy Council intends to allocate up to 120 'Foundation Places' (for practicing Christians) and 90 'Open Places'.

Foundation Places

The Academy Council has designated up to 120 places to be offered to pupils whose families are faithful and regular worshippers (see Note 1) in a Church of England Parish Church or other place of worship or other Christian Church affiliated to Churches Together in Britain and Ireland (CTBI) and/or the Evangelical Alliance. Written evidence of applicants' commitment to their place of worship (in the form of the St Peter's CofE Academy Supplementary Information Form, Appendix B) will be required at the time of application. If there are more than 120 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

1. children who are in the care of a local authority (looked after children) or provided with accommodation by them (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), who are of Christian faith. Previously looked after children also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. "A child is regarded as having been in state care outside of England if they were in the care, 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."
2. children with known medical or social or pastoral needs who have an exceptional need for a place at St Peter's Academy (see Note 4)

3. children whose families are faithful and regular worshippers in a Church of England Parish Church or other place of worship or other Christian Church or who have attended one of the designated Church of England primary schools (see Appendix A)
4. children whose families are faithful and regular worshippers in a Church of England Parish Church or other place of worship or other Christian Church
5. children who will have a sibling in the academy at the time of application and at the time of admission (see Note 2)
6. the nearness of the home to the academy, measured in a straight line from the child's home address point to the main front gate entrance for students of the academy (see Note 3).

In the event that two or more applicants have equal right to a place under criteria (ii) – (vi) above, the Academy Council will apply the subsequent criteria, in order of priority, to these applicants.

If there are fewer than 120 qualified applicants for Foundation places, any unfilled places will become additional Open places. All applicants for Foundation places will also be considered for Open places, and if they are successful in gaining a Foundation place, their name will be removed from the list of Open candidates.

Open Places

If there are more applicants than the available number of Open places (90), places will be allocated according to the following criteria. These are stated in order of priority:

1. children who are in the care of a local authority (looked after children) or provided with accommodation by them (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) Previously looked after children also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. "A child is regarded

as having been in state care outside of England if they were in the care, 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."

2. children with known medical or social or pastoral needs who have an exceptional need for a place at St Peter's CofE Academy (see Note 4)
3. children who will have a sibling in the academy at the time of application and at the time of admission (see Note 2)
4. the nearness of the home to the academy, measured in a straight line from the child's home address point to the main front gate entrance for students of the academy (see Note 3).

In the event that two or more applicants have equal right to a place under criteria (ii)-(iv) above, the Academy Council will use the distance criterion (iv) as a tie-break.

In Year Admissions

Admissions for all year groups will be dealt with in accordance with this policy. Applications should be made direct to the Academy on the Stoke on Trent Council's Transfer Request Form. If the transfer request is not related to a change of address, the form must be signed by the child's present Headteacher. Governors will take each admission on an individual basis; a place will be allocated providing it does not prejudice the education of others.

Note 1

Applications on faith grounds

"Faithful and regular worshipper" is defined as worshipping at least twice a month for two years prior to application.

Parents applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the academy office. Telephone: 01782 882500, email

Admissions@spa.woodard.co.uk. Please return this form direct to

The Admissions Officer, at St Peter's CofE Academy, Fenton Manor, Fenton, Stoke-on-Trent, ST4 2RR, signed by an appropriate faith leader.

In the context of faith-based applications, “family” includes parents (or carers), siblings and in some circumstances includes grandparents. It does not include other members of the extended family.

Children in public care (looked after children) who apply for a Foundation or Academy Council Place will have absolute priority within these categories and (because they often move from place to place) will not be required to meet the criterion of being a “faithful and regular worshipper”.

Note 2. Siblings

“Sibling” refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

Note 3. Distance

Distance will be measured using a straight line using the Local Authority’s computerised measuring system. Proof of residence may be required. The offer of a place may be withdrawn if proof of residency is not met.

Note 4. Medical or social or pastoral needs

Any application based on medical or social or pastoral needs must be supported by (an) appropriate professional reference(s), e.g. doctor, social worker, educational psychologist, priest or faith leader. Applicants should be able to demonstrate why St Peter’s CofE Academy is the most suitable school and the difficulties that would be caused if the child had to attend another school.

Note 5. Waiting Lists

Waiting lists will be held where in any year the academy receives more applications for places than there are places available. Waiting lists will be held for both admission categories (Foundation and Open places). The waiting list will operate until the end of the academy year.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Priority will be given first to Foundation place applicants, then to Open place applicants

(except that any children in public care will always be given absolute priority for a place).

Note 6. Admission of children outside their normal age group

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, The Admissions Officer (admissions@spa.woodard.co.uk). Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

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 governing body. A panel of at least three governors will consider the admission request based on the student’s:

- Academic ability
- Social and emotional development
- Views of the parents and Principal; and
- Any additional relevant information available

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 student 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.

Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. 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 but it is not in their preferred age group.

Note 7. Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should write to the Clerk to the Admissions Appeals Committee, c/o St

Peter's CofE Academy, Fenton Manor, Fenton, Stoke-on-Trent, ST4 2RR, within 14 days of the date of the letter confirming the decision not to offer a place. Should some appeals be unsuccessful, the Academy Council will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Note 8. Multiple-birth applications

Where parent(s)/carer(s) are seeking to place twins, triplets etc., they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the academy will exceed its admission number so that same family twins, triplets, etc. do not have to attend separate schools.

Note 9. General

Admissions to the academy will be coordinated through the Local Authority's Coordinated Scheme and its timetable. Applicants for Foundation places will be required to complete the St Peter's CofE Academy Supplementary Application Form (Appendix B).

This Policy will be reviewed on a regular basis in line with the timetable in the academy admissions annex, the School Admissions Code and statutory requirements.

Appendix A

Designated Church of England Primary Schools relevant for 'Foundation' Places.

1. Stoke-on-Trent

- Belgrave St Bartholomew's Academy, Longton
- Christ Church CE (C) Primary School, Fenton
- Hanley St Luke's CE (A) Primary School, Hanley
- Kingsland CE Academy, Bucknall
- Priory Church Academy, Trentham
- St John's CE (A) Primary School, Trent Vale
- St Mark's CE (A) Primary School, Shelton
- St Mary's CE (A) Primary School, Tunstall

- St Matthew's CE (A) Primary School, Rough Close
- St Nathaniel's Academy, Burslem
- St Paul's CE (C) Primary School, Longton
- Stoke Minster CE (A) Primary School, Boothem

2. Staffordshire

- St Chad's CE (C) Primary School, Chesterton
- St Giles' & St George's CE (C) Primary School, Newcastle
- St John's CE (C) Primary School, Keele
- St Luke's CE (C) Primary School, Silverdale
- St Mary's CE (C) Primary School, Knutton
- St Peter's CE (A) Primary School, Caverswall
- St Saviour's CE (C) Primary School, Talke
- St Thomas CE (A) Primary School, Kidsgrove



Appendix B

Supplementary Information Form - Application for a place on faith grounds

Please use **BLOCK Capitals** throughout

Full Name of Child:

Date of Birth:

Address:

Post Code:

Name and Address of Church/Place of Worship attended:

Post Code:

Denomination/Religion (please tick)

Church of England	<input type="checkbox"/>
Roman Catholic	<input type="checkbox"/>
United Reformed Church	<input type="checkbox"/>
Salvation Army	<input type="checkbox"/>
Society of Friends (Quaker)	<input type="checkbox"/>

Baptist	<input type="checkbox"/>
Methodist	<input type="checkbox"/>
Orthodox	<input type="checkbox"/>
Presbyterian	<input type="checkbox"/>
Protestant	<input type="checkbox"/>

Other Christian (please specify):-

How long have you / the child worshipped here?

Parents/Carers: Years & Months Child: Years & Months

How many times per month (including weekday services) do you/your child worship?

Parents/Carers: X per Month Child: X per Month

Give details of any involvement in any church / faith activities, e.g. youth work, voluntary work, committees, any office or role, etc. (Providing this information is optional)

If you have moved within the last two years, give details of previous place of worship and length/frequency of attendance

Name of your primary school

Name of Minister/Faith Leader of your current place of worship and contact details

Declaration

I certify that these details are, to the best of my knowledge, correct.

Signed:

Date:

Parent/Carer:

Parent/Carer name (in BLOCK CAPITALS)

Signed Minister/Faith Leader:

Date:

**Admissions Officer
St Peter's CofE Academy Fenton Manor Fenton,
Stoke-on-Trent ST4 2RR**

St Thomas More Catholic Academy

Longton Hall Road, Longton,
Stoke-on-Trent ST3 2NJ
Tel: 01782 882900
www.stmca.org.uk
Headteacher: Mr Mark Rayner
Type: Academy

The academy admits students between the ages of 11-18

Admission Arrangements 2025/2026

St Thomas More Catholic Academy is part of the All Saints Catholic Collegiate. The admissions authority for the school is the Board of Directors of the All Saints Catholic Collegiate who has responsibility for admissions to this school.

The admissions process for St Thomas More Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Thomas More Catholic Academy in the normal admissions round (excluding admission to Year 12), an application must be made using the school admission application process of the local authority in which you live naming St Thomas More Catholic Academy on the application form. Applications need to be made by 31 October 2024. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 1 March 2025, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of

Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number 200 pupils to be admitted to Year 7 in the school year which begins in September 2025. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give **priority firstly to children who will have a brother or sister** (see Note 4 below) attending St Thomas More Catholic Academy at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at birminghamdiocese.org.uk/boundary-map and will be applied to the admission arrangements for the academic year 2025/2026. The Parish Boundary is attached.

Oversubscription Criteria for Years 7 to 11

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)

2. Baptised Catholic children (see Note 2 below) currently attending a named feeder school or academy (see Note 5 below)
3. Baptised Catholic children (see Note 2 below) who live in a feeder school or academy parish area (see Note 5 below)
4. Other Baptised Catholic children (see Note 2 below)
5. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
6. Non-Catholic children of staff currently employed at St Thomas More Catholic Academy (see Note 7 below)
7. Non-Catholic children (see Note 2 below) currently attending a named feeder school or academy (see Note 5 below)
8. Children of other Christian denominations whose membership is evidenced by a minister of religion (see Note 8 below)
9. Other Non-Catholic children.

Note 1

Children with an Education, Health and Care Plan (EHC) that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school. For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy

of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the Board of Directors) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

Note 5

The named feeder schools and academies for St Thomas More Academy are:

- St Augustine's Catholic Academy, Meir
- St Gregory's Catholic Academy, Longton

- St Maria Goretti Catholic Academy, Bucknall
- Our Lady's Catholic Academy, Fenton
- Our Lady & St Benedict Catholic Academy, Abbey Hulton (Shared with St Margaret Ward)
- St Teresa's Catholic Primary School, Trent Vale (Shared with St John Fisher)
- St Thomas Aquinas Catholic Primary School, Stoke (Shared with St John Fisher)

Note 6

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority calculates the distance using a GIS (Geographical Information System), which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the

Local Authority's Common Application Form. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Note 7

Reference to staff means full-time or part-time employed in the following roles:

- Teaching Staff
- All other staff employed at the Academy or in contract at the Academy who are not teachers

The member of staff must have been employed at St Thomas More Catholic Academy for two or more years at the time of application for admission, or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Note 8

Definition of children of other Christian denominations

"Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements

in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Churches Together in England -

www.cte.org.uk

Churches Together in Britain and Ireland -

www.ctbi.org.uk

Proof of membership to other Christian denomination will be requested. This may be in the form of a letter from the Cleric in charge or other appropriate evidence. Failure to provide appropriate proof may affect the oversubscription criterion that the child's name is placed in.

Applications for children to be admitted into a class outside of their normal age group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into

account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, i.e. Year 7 in September 2026 then the original application is withdrawn and the parents must submit a fresh application for Year 7 2026 when applications open in the autumn term of 2025. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

Repeat applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

Waiting list

In addition to their right to appeal, children who have not been offered a place at St Thomas More Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2026 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the

time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children on the waiting list who attend a named feeder school (see Note 5 above) who have not been offered a place in the school by the beginning of the Autumn term 2025 will be re-ranked to take into account that they will no longer be attending that feeder school from 1st September 2025. This will affect the oversubscription criteria that your child is placed into on the waiting list from 1 September 2025.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

In year fair access protocol

The Board of Directors of St Thomas More Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number.

Applications other than the normal intake to year 7 (in-year admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Further information regarding instructions on how to apply for a place in the school at any other time other than the normal intake is available on the school's website at stmca.org.uk/admissions

To apply for a place in the school in-year, parents will need to complete the school's

application form which is available on our website at stmca.org.uk/admissions or by contacting Mrs J Arnold on 01782 882900 or admissions@stmca.org.uk and return it directly to the school ensuring that any required supplementary information is attached.

If there are no places available, the child will be added to the waiting list (see above). Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

Appendix

Definition of a "baptised catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/ Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/ Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

Post code

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*		No	
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes		No*	
Is the above named child Christian?	Yes**		No	
Is proof of membership to other Christian denomination attached?	Yes		No**	
The above named child is a child of a staff member currently employed at St Thomas More Catholic Academy	Yes		No	

*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

**Proof of Christian membership is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete.

This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to St Thomas More Catholic Academy at Longton Hall Road, Longton, Stoke-on-Trent by 31 October 2024.

Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Information Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked for on this form.

1. We are St Thomas More Catholic Academy at Longton Hall Road, Longton, Stoke-on-Trent, ST3 2NJ
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mrs S Brough and you can contact them with questions relating to our handling of the data. You can contact them by writing to St Gregory's Catholic Academy, Spring Garden Road, Longton, Stoke on Trent, Staffordshire ST3 2QN or email office@stgca.org.uk.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1) (e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by writing to the Headteacher at St Thomas More Catholic Academy. Details of our complaints procedure are available on our school website, <https://www.stmca.org.uk> or by contacting the school office by email: office@stmca.org.uk. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at ico.org.uk

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Board of Directors may withdraw any offer of a place even if the child has already started school.

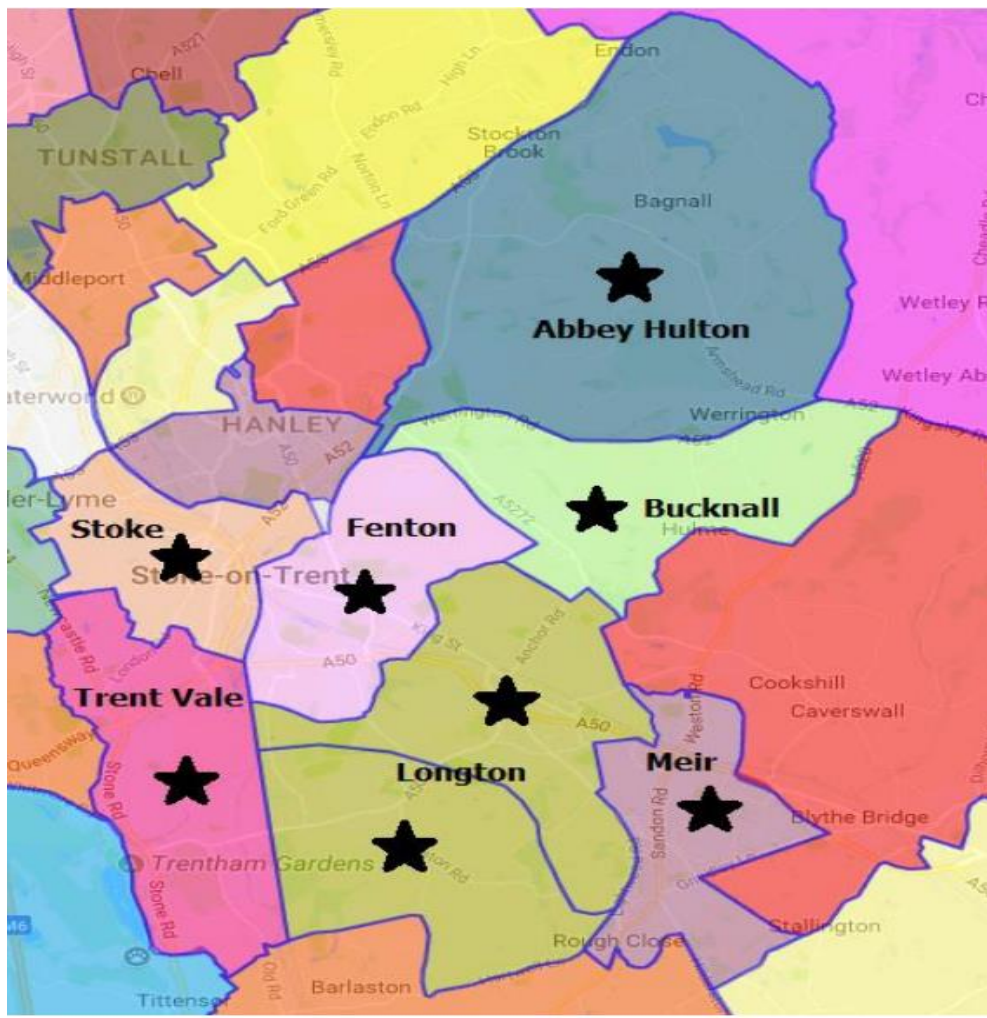
Signed

Date

Print Name

Parish Boundary Map

Parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <https://www.birminghamdiocese.org.uk/boundary-map>



Trinity Sixth Form at St Thomas More Catholic Academy 2025-2026

Mission Statement

“Succeeding Together”

The Trinity Sixth Form at St Thomas More is dedicated to the education and development of the whole person, so that all students can realise their full potential.

The Trinity Partnership provides a unique experience for learners; the benefit of studying in a small, Catholic Sixth Form whilst being exposed to the wider curriculum offer that larger colleges and institutions can offer.

Introduction and context

St Thomas More Catholic Academy, St Margaret Ward Catholic Academy and St John Fisher Catholic College create a sixth form partnership under the name of Trinity Sixth Form.

Trinity Sixth Form is a 16-19 partnership based in Stoke-on-Trent and Newcastle-under-Lyme. The shared ethos of care, support and ambition for their students finds expression in the collaboration of the Trinity Sixth Form. The distinctive identity of Trinity is that we seek to provide a school-based ethos with students feeling known and supported while offering a wide range of level 3 courses, similar to what a large sixth form college can offer. We also maintain close links with parents during this time.

All three of the academies are themselves part of multi-academy companies providing a Catholic faith-based education from reception year to the end of sixth form. They seek at all times to be a witness to Jesus Christ. This means that we aim to succeed together as Trinity Sixth Form. We achieve this by placing the learning and well-being of each student at the centre of every action we take and every decision we make.

Within a framework of equality and diversity Trinity Sixth Form encourages applications from students regardless of race, belief system and gender and welcomes applications from students with disabilities. For students with disabilities we will endeavour to ensure that the offer we make allows equality of opportunity, including making parents and carers aware of physical provision and subject support. All students who are at a school outside the Trinity partnership are welcome to visit one or more of the Trinity sites with their parents or carers in accompaniment. All students on roll at a partner academy are welcome to visit other Trinity sites both prior to and following application.

Every student applying will indicate the preferred home academy where they will be mainly based. The benefit of the Trinity is that students can travel to other centres to study whichever subjects they wish (subject to entry criteria) or they may choose to stay within the chosen home academy. Free minibuss transport is provided to ensure that students can attend the other centres for the lessons.

Admission to the Sixth Form

The school operates a sixth form for a total of 200 pupils. 100 places overall will be available in Year 12. Whilst the admission number is 10, if fewer than 90 of the school's existing pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 100.

Applications for the Sixth Form should be made directly to the school using the application form available from the school from Mr R Whitehouse (Head of Sixth Form) Miss K Burton (Trinity Sixth Form Partnership Coordinator) or Miss M Horton (Sixth Form Progress leader). Completed application forms must be returned to the school or completed online through the website.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the Sixth Form

Trinity Sixth Form at St Thomas More Catholic Academy Year 12 - Entry requirements

Admissions – A level Courses

- Equivalent to five or more 9 - 4 grade passes in GCSE subjects, including both English and Maths. This is a grade 4 in Maths and English plus 3 other GCSEs at grade 9 - 4 or above;
- Any additional requirements for the specific entry criteria to particular subject/courses are listed in the prospectus. (See Appendix 1);

GCSE Maths and English

- Students will be required to retake Mathematics or English GCSE qualifications if they have not been achieved at GCSE Grade 4 or above. Students will need to have achieved a grade 3 to access the resit GCSE Mathematics and English courses;
- We will not accept students who have achieved a GCSE grade 3 in both English and Maths.

All those seeking admission to the Trinity Sixth Form must achieve the necessary grades for access onto the courses they have chosen. Refer to the subject specific entry requirements Appendix 1.

In addition, Trinity Sixth Form has a policy of ensuring that independent careers advice and guidance is available for students.

Applications will be handled in the order submitted.

When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements priority will be given in accordance with the oversubscription criteria set out below.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 above) attending St Thomas More Catholic Academy at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 above)

Please note that Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Oversubscription Criteria for Sixth Form

1. Students who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Students in Year 11 currently at St Margaret Ward Catholic Academy and St John Fisher Catholic College
3. Students in Year 11 from schools in the UK but not a partner school, who meet the entry criteria;
4. Students from outside of the three partner schools looking to re-sit courses and eligible for funding from the Educational Funding Authority (EFA);
5. Overseas students with valid permission/ visa status to study in the UK and eligible for funding. These are referred to as personal entry criteria;

The entry requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at St Thomas More the academies and external applicants.

Note 1

A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Appeals

- Any student refused the offer of a place in the Trinity Sixth Form at St Thomas More or a place on a chosen course has the right of appeal;
- In the first instance, this appeal is to the Headteacher at St Thomas More;
- Parents who wish to appeal against the decision of the Headteacher of St Thomas More to refuse their child a place in the Sixth Form may apply in writing to the Board of Directors/Chair of Governors to. Appeals will be heard by an independent panel.
- Any decision made is binding across the three academies in the partnership;



Appeals for Sixth Form – appeals may be made by the student and/or the parent/ carer

Deadline for lodging appeals and providing evidence to support the appeal (if appropriate)	20 school days from the date of notification that the application was unsuccessful
Where the offer of a place would have been conditional upon exam results - Appeals will be heard	Within 30 school days of confirmation of those results
Where the offer of a place would not have been conditional upon exam results - Appeals will be heard	Within 40 school days of deadline for appeals
Notice of appeal hearing	10 school days notice of the appeal hearing
Deadline for governing body to submit evidence for the appeal	10 school days before the appeal hearing
Deadline for sending appeal papers to all parties	10 school days before the appeal hearing
Deadline for appellant to submit additional evidence	Five school days before the appeal hearing. Information or evidence not submitted by the deadline might not be considered at the appeal
Late applications for appeals will be heard by	At the same time as previously scheduled appeals or within 30 school days of appeal being lodged
Decision letters sent to appellant	Normally within five school days

Special consideration

A student may be able to claim special consideration if a medical condition exists (supported by a doctor's note) that has significantly influenced GCSE results in comparison to the predicted outcomes. Such cases will be considered on their individual merits.

False Information

Where the academy has made the offer of a place in the Trinity Sixth Form on the basis of a fraudulent or intentionally misleading application, the offer of a place will be withdrawn.

Late Applications

We will accept applications after the submission date on the basis that:

1. These applications will be dealt with after those submitted by the advertised date.
2. Some courses may well be full.
3. We may have made alterations to the option blocks to accommodate the subject choices for the majority of applicants. Trinity Sixth Form reserves the right to alter, substitute or withdraw courses/programmes as appropriate.
4. Some courses may have to be removed from the offer, e.g. if insufficient students wish to access a course. Offers of places on all courses are made subject to availability and the constraints of timetabling all of the various combinations requested.

Late applications will be considered up to the end of the third full week of the Autumn Term in Year 12.

Option blocks are locked in place in the final term of the previous academic year meaning that all options may no longer be freely available to choose. Any offers or conditional offers may be subject to the size or projected size of classes. This could affect students wishing to transfer from other providers.

Exceptions will be made for students moving into the North Staffordshire area from other areas of the UK or from other countries.

However, these cases will be dependent on the availability of places in chosen subjects,

meeting the published entry requirements – academic and personal - and how much of the course has been missed which could impact on the likelihood of the student making progress and achieving well.

Oversubscription Criteria for Trinity Sixth Form

The circumstances of the Trinity Sixth Form partnership mean that we can be flexible as to our student numbers but the key determining factor will be the size of groups for each course.

If there are two or more students who apply at the same time, we will use the following methods:

1. By GCSE grade in the particular oversubscribed subjects,
 2. By average GCSE points score.
- N.B. All of the above refers to GCSE only, not equivalences such as BTEC.

Timetable for Admission

1. Students complete application in Autumn Term of Year 11;
2. Applications processed from December of Year 11;
3. Following the submission of application forms students will be invited for a course discussion;
4. School makes a conditional offer and this is communicated to parents during the spring term of Year 11. Applicants will be made an offer of a place in order to study specified courses. These will be the courses agreed during the course discussion. The offer will be subject to meeting the entry criteria for the course;
5. Option blocks are fixed based on applications;
6. Students will be required to enroll on a specified date, following the publication of GCSE results. Failure to attend enrolment will result in the offer of a place being withdrawn, except where we have received prior notification in writing;
7. GCSE results published August 2025;
8. Admission confirmed or refused August 2025;
9. Appeals September 2025

To ensure that the quality of provision for the students is maintained, the directors of each partner academy have jointly adopted this admissions policy.

Appendix 1

Courses and Entry Requirements 2025-26

The general entry requirement for Trinity Sixth Form is five or more 9 – 4 grades (or equivalent) including grade 4 in English & Maths.

If students have achieved a grade 3 in English or Maths, they can re-sit this qualification alongside a more vocational Level 3 pathway.

AS/A Level Courses

It is recommended that students have a grade 6 (B equivalent) at GCSE in their chosen subject/ closely related subject.

Places are available on A Level courses to these students in the first instance.

Exceptions are:

Maths – Grade 7 at GCSE
Further Maths – Grade 8 at GCSE

Vocational Courses

For our vocational curriculum, students need to have met our general entry requirement and have a passion for their chosen subject. These are equally demanding courses that are assessed in a more modular way.

The Discovery Academy

Discovery Drive,
Stoke-On-Trent ST2 0GA
Tel: 01782 882100
www.thediscoveryacademy.co.uk
Principal: Ms. Jayne Schofield
Type: Academy

The academy admits students between the ages of 11-16

1. Policy Aim

1.1 The Alpha Academies Trust intends that all admissions are given the same, fair treatment and the Trust will act in accordance with, and will ensure that the Members of its Independent Appeal Panel and any Clerks supporting the panel, are trained to act in accordance with all relevant provisions of the Schools Admissions Code and the Schools Admission Appeals Code published by the Department for Education, DFE (“the Codes”) as they apply at any given time to maintained schools and with Equalities Law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the Governing Body of the Trust.

2. Relationship to Guidelines, Procedures, Other Policies & Legal Requirements

2.1 Notwithstanding the generality of paragraph 1.1, of this Policy, the Trust will take part in the Admissions Forum, set up by Stoke-on-Trent local authority (LA), and have regard to its advice. They will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access (IYFA) protocol.

2.2 Notwithstanding any provision in this policy, the Secretary of State may:

- a) Direct the Trust to admit a named student to an Academy within the Trust on application from a LA. Before doing so the Secretary of State will consult the Trust.
- b) Direct the Trust to admit a named student to an Academy within the Trust if the Trust has failed to act in accordance with this policy or has otherwise failed to comply

with applicable admissions and equalities legislation or the provisions of the Codes.

2.3 The Trust shall ensure that parents/carers and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Trust. The Independent Appeal Panel will be independent of the Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the DFE as it applies to Foundation and Voluntary Aided schools. The determination of the Independent Appeal Panel is binding on all parties.

2.4 The Trust shall prepare guidance for parents/carers and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Trust may, if it chooses, enter into an agreement with an LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

2.5 In paragraphs 2.3 and 2.4 above, ‘relevant children’ means:

- a) In the case of appeals for entry to a sixth form, the child; and
- b) In any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

2.6 Relevant Areas – ‘relevant area for consultation’ means the ‘Relevant Area’ determined by the LA for maintained schools in the area (in accordance with the meaning of ‘Relevant Area’ within the School Admissions Code). If the Trust does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August, two calendar years before the school year in which admissions are to be made, for a determination, setting out the reasons for this view.

The Secretary of State will consider each Academy’s application and will by 30 September in the Determination Year either determine:

- 2.6.1) The area for consultation; or
 2.6.2) That the meaning within paragraph 2.6 should apply.

The Secretary of State may consult the LA before making such a determination, and:

- 2.6.3) Within 14 days of the Secretary of State's determination, each Academy will notify the consultees listed in paragraph 3.1 of the determination, and
 2.6.4) In the event of a paragraph 2.6.1 determination, a map of the relevant area (or a list of post-codes) will be attached as an appendix to this policy.

3. Policy Statements

Annual Procedures for Determining Admission Arrangements

Consultation

3.1 The Trust shall consult the following parties on each Academy's proposed admission arrangements for a minimum of six weeks between 1 October and 31 January in the Determination Year.

- The LA;
- The Admission Forum for the LA;
- Any other admission authorities for primary and secondary schools located within the relevant area for consultation;
- Any other governing body for primary and secondary schools (as far as not falling within the above bullet point) located within the relevant area for consultation;
- Affected admission authorities in neighbouring local authority areas;
- Parents/carers living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are, or will be, eligible to apply to be admitted to an Academy within the Trust;
- Community groups which the Trust considers relevant; and
- Teaching unions if the consultation includes a change in the published admission number.

Such consultation shall be in line with the requirements of the Codes and relevant

admissions legislation, which at the date of this policy is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

Alpha Academies Trust Determination of Admission Arrangements

3.2 The Trust will consider comments made by those consulted in accordance with paragraph 3.1, including any requests to amend the proposed admissions number, before determining the admissions arrangements for each Academy.

3.3 The Trust will determine each Academy's admission arrangements annually by 28th February of the Determination Year and notify those consulted in accordance with paragraph 3.1 what has been determined within 14 days of that decision being made. This applies even in years when consultation is not required.

Representations about Admission Arrangements

3.4 Where the Trust has determined each Academy's admission arrangements and notified all relevant consultees listed in paragraph 3.1 if any of those bodies object to an Academy's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 15th May in the Determination Year.

Secretary of State's consent for changes to Admissions Arrangements

3.5 Where the admissions arrangements determined in a Determination Year, in accordance with paragraph 3.5 are different from the admissions arrangements currently in existence for each Academy, the Trust shall, by 15th May in the Determination Year, apply to the Secretary of State for him to consent to such amended admissions arrangements.

Secretary of State's power to accept, modify or reject admissions arrangements

3.6 Where the Secretary of State has received any representations made in accordance with paragraph 3.6, the

Secretary of State must consult the on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Trust amends the proposed admissions arrangements for an Academy within the Trust. The Trust shall comply with any such direction.

3.7 Where the Secretary of State has received an application made in accordance with paragraph 3.7 to consent to any amended admissions arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. The Trust must comply with any such direction.

4. Publication of Admission Arrangements

4.1 The Trust shall each Determination Year publish each Academy's agreed admission arrangements by:

- Copies being sent to the offices of the LA;
- Copies being made available, without charge, on request from each Academy; and
- A copy being uploaded to each Academy's website.

4.2 The published admission arrangements will set out:

- The name and address of each Academy and contact details;
- A summary of the admissions policy, including full over-subscription criteria and any arrangements for post-16 admission;
- A statement of any religious affiliation if relevant;
- Numbers of places and applications for those places in the previous year; and
- Arrangements for hearing appeals.

Proposed changes to admission arrangements by each Academy after arrangements have been published

4.3 Subject to paragraph 4.4, once an Academy's admission arrangements have been determined for a particular year and published, the Trust will not make any change to such arrangements unless there

is a major change of circumstances and the following procedures have been followed:

- The Trust has consulted those who are required to be consulted under paragraph 3.1 above on the proposed variation;
- Following such consultation, the Trust has applied to the Secretary of State to approve the change setting out:
 - a) the proposed change;
 - b) reasons for wishing to make such change;
 - c) any comments or objections to the proposal from those consulted; and,
- Following such application, the Secretary of State has provided his consent to the proposed variation.

4.4 The Trust shall, following the receipt of written agreement or direction of the Secretary of State, vary each Academy's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

4.5 Any changes to an Academy's admission arrangements brought about through the variation processes in paragraphs 4.3 or 4.4 above must be published within the Academy's prospectus and website and be communicated within 7 days to those persons who must be consulted under paragraph 3.1.

4.6 The Trust must make arrangements for a parent/carer of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to an Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

4.7 Where a representation is made in accordance with paragraph 4.6, the Secretary of State may, after consulting the Trust, direct that the Trust modify its arrangements for the admission of students to the Academy so that

they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Trust must comply with any such direction.

4.8 Records of applications and admissions to an Academy shall be kept by the Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

5. Procedure For Admitting Students to a Secondary (11-16) Academy

Admissions number

5.1 The Alpha Academies Trust has the following agreed admissions number:

- For The Discovery Academy for the year 2025/2026 the admission number is **300**.
- For The Excel Academy for the year 2025/2026 the admission number is **240**.

5.2 For admissions to Year 7 in September 2025/2026 the Academy will admit all students offered a place in Year 7 through the local co-ordination of admissions at the Academy site.

5.3 In any specific year, the Trust may set a higher admission number than each Academy's agreed admission number for an applicable year group.

Process of application

5.4 Arrangements for applications for places at each Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Secondary Common Application Form provided and administered by the relevant local authority.

5.5 The Trust will use the following timetable for applications to the Academy each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the timetable for co-ordination of admissions arrangements within the Stoke-on-Trent LA as agreed by its Admissions Forum, neighbouring LA admissions authorities, and local schools and Academies.

- By 12 September – The Academy will publish, in its prospectus, information about the arrangements for admission,

including over-subscription criteria, for the following September (e.g. in September 2024 for admission in September 2025). This will include details of open evenings and other opportunities for prospective students and their parents/carers to visit the Academy. The Trust will also provide information in relation to the Academy to the LA for inclusion in the composite prospectus, as required;

- September/October – The Academy will provide opportunities for parents/carers to visit the Academy;
- By 31 October – Secondary Common Application Form will be completed and returned to the student's home LA to administer;
- 1 March – offers will be made to parents/carers.

5.6 There is a national closing date of 31st October for secondary applications and the Academy will ensure its application processes enable parents/carers to apply before these deadlines.

Consideration of applications

5.7 The Trust will consider all applications for places at Academies within the Trust. Where fewer than the published admission number(s) for the relevant year groups are received, the Trust will offer places at each Academy to all those who have applied.

Procedures where an Academy is oversubscribed

5.8 Where the number of applications for admission is greater than the published admission number, the Trust will first accept all students with an Education, Health & Care Plan (EHCP) where the Academy is named on the plan. After the admission of students with an EHCP, the criteria below will be applied for the remaining places for this age group in the order in which they are set out:

- Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), 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.



Deadline for applications

**THURSDAY 31
OCTOBER 2024**

- Children with compelling medical or exceptional social reasons for attending the Academy (robust and documented social, medical or psychological evidence must be provided in support, from an appropriate independent registered professional such as a social worker, hospital consultant or GP at the time of the application, and must set out why the Academy is the only school/academy that can meet the young person's needs).
- Siblings of students attending the Academy at the time of entry.
- Children of members of staff, where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the academy is made, and or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. (This is in accordance with paragraph 1.39 of the School Admission Code).
- Children on roll in a federated/partner primary academy (see list of schools on school and Trust website).
 - For The Discovery Academy: Maple Court Academy; Eaton Park Academy. In the case of these applications exceeding the published admission number - children who live nearest to the Academy by straight-line distance measured from home address point to the main entrance gate to the Academy on Discovery Drive.
 - For The Excel Academy: Sneyd Academy; Hillside Primary; Milton Academy; Holden Lane Primary; Greenways Academy. In the case of these applications exceeding the published admission number - children who live nearest to the Academy by straight-line distance measured from home address point to the main entrance gate to the Academy on Milton Road.

- Children who live nearest to the Academy by straight-line distance measured from home address point to the main entrance gate to the Academy.

5.9 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 academy nights. Academy nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of academy 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.

5.10 In the case of applications from twins and other multiple births (or two or more siblings in one year group), they will be treated as individual children, within each over-subscription criteria in paragraph 5.8 above. Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the Trust will usually admit over the published admission number (PAN) unless it is impossible to accommodate siblings in such a way (e.g. if they were octuplets) when the parents will be asked to make a decision on behalf of the family.

Operation of waiting lists

5.11 Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, each academy within the Trust will operate a waiting list for each year group. Where in any year an academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year which will be maintained by each academy.

5.12 Children's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out in paragraph 5.8. Where places become vacant they will be allocated to students on the waiting list, in accordance with the over-subscription criteria.

Arrangements for admitting students to other year groups, including to replace any students who have left an Academy within the Trust.

5.13 Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Trust will consider all such applications and if the year group applied for has a place available, admit the student unless one of the fair access criteria apply. If more applications are received than there are places available, the over-subscription criteria in paragraph 5.8 shall apply. Parents/carers whose application is turned down shall be entitled to appeal.

6. Definitions

6.1 Definition of siblings

A sibling is defined as:

- A brother or sister who share one or both parents, whether or not resident in the same household;
- A half-brother or half-sister who share one common parent;
- A step brother or step sister where two children are related by a parent's marriage or Civil Partnership;
- An adopted or fostered child living in the same household under the terms of a residence order;
- Another child normally in residence for the majority of term time in the household for whom the adult in the household has parental responsibility and also has parental responsibility for the child currently attending the Academy.

6.2 Definition of the distance to the Academy from an intending student's home

- The distance used is the straight-line distance from home to the Academy and is measured electronically by Stoke-on-Trent City Council on behalf of the Trust. It will be measured using Ordnance Survey address point data, which takes a straight-line measurement from the child's home address point to the main entrance gate to the Academy.
 - For The Discovery Academy on Discovery Drive
 - or The Excel Academy on Milton Road
- If two distances are identical (for example where more than one child lives in the same block of apartments) and there is no other way of separating the applications according to the admission criteria, and to admit both or all of the children would cause published admission number to be exceeded, the Trust will draw lots to randomly select the child to be offered the final place(s).

7. Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed annually and any recommendations for improvement will be made as required.



The Excel Academy Stoke-on-Trent

Milton Road, Sneyd Green,
Stoke-on-Trent ST1 6LG
Tel: 01782 882700
www.excelacademy.info
Principal: Miss Anna Steele
Type: Academy

The academy admits students between the ages of 11-16

1. Policy Aim

1.1 The Alpha Academies Trust intends that all admissions are given the same, fair treatment and the Trust will act in accordance with, and will ensure that the Members of its Independent Appeal Panel and any Clerks supporting the panel, are trained to act in accordance with all relevant provisions of the Schools Admissions Code and the Schools Admission Appeals Code published by the Department for Education, DFE (“the Codes”) as they apply at any given time to maintained schools and with Equalities Law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the Governing Body of the Trust.

2. Relationship to Guidelines, Procedures, Other Policies & Legal Requirements

2.1 Notwithstanding the generality of paragraph 1.1, of this Policy, the Trust will take part in the Admissions Forum, set up by Stoke-on-Trent local authority (LA), and have regard to its advice. They will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access (IYFA) protocol.

2.2 Notwithstanding any provision in this policy, the Secretary of State may:

- a) Direct the Trust to admit a named student to an Academy within the Trust on application from a LA. Before doing so the Secretary of State will consult the Trust.
- b) Direct the Trust to admit a named student to an Academy within the Trust if the Trust has failed to act in accordance with this policy or has otherwise failed to comply

with applicable admissions and equalities legislation or the provisions of the Codes.

2.3 The Trust shall ensure that parents/carers and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Trust. The Independent Appeal Panel will be independent of the Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the DFE as it applies to Foundation and Voluntary Aided schools. The determination of the Independent Appeal Panel is binding on all parties.

2.4 The Trust shall prepare guidance for parents/carers and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Trust may, if it chooses, enter into an agreement with an LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

2.5 In paragraphs 2.3 and 2.4 above, ‘relevant children’ means:

- a) In the case of appeals for entry to a sixth form, the child; and
- b) In any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

2.6 Relevant Areas – ‘relevant area for consultation’ means the ‘Relevant Area’ determined by the LA for maintained schools in the area (in accordance with the meaning of ‘Relevant Area’ within the School Admissions Code). If the Trust does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August, two calendar years before the school year in which admissions are to be made, for a determination, setting out the reasons for this view.

The Secretary of State will consider each Academy’s application and will by 30 September in the Determination Year either determine:

- 2.6.1) The area for consultation; or
2.6.2) That the meaning within paragraph 2.6 should apply.

The Secretary of State may consult the LA before making such a determination, and:

2.6.3) Within 14 days of the Secretary of State's determination, each Academy will notify the consultees listed in paragraph 3.1 of the determination, and

2.6.4) In the event of a paragraph 2.6.1 determination, a map of the relevant area (or a list of post-codes) will be attached as an appendix to this policy.

3. Policy Statements

Annual Procedures for Determining Admission Arrangements

Consultation

3.1 The Trust shall consult the following parties on each Academy's proposed admission arrangements for a minimum of six weeks between 1 October and 31 January in the Determination Year.

- The LA;
- The Admission Forum for the LA;
- Any other admission authorities for primary and secondary schools located within the relevant area for consultation;
- Any other governing body for primary and secondary schools (as far as not falling within the above bullet point) located within the relevant area for consultation;
- Affected admission authorities in neighbouring local authority areas;
- Parents/carers living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are, or will be, eligible to apply to be admitted to an Academy within the Trust;
- Community groups which the Trust considers relevant; and
- Teaching unions if the consultation includes a change in the published admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this policy is section 89 of the School

Standards and Framework Act 1998 as amended, and Regulations under that section.

Alpha Academies Trust Determination of Admission Arrangements

3.2 The Trust will consider comments made by those consulted in accordance with paragraph 3.1, including any requests to amend the proposed admissions number, before determining the admissions arrangements for each Academy.

3.3 The Trust will determine each Academy's admission arrangements annually by 28th February of the Determination Year and notify those consulted in accordance with paragraph 3.1 what has been determined within 14 days of that decision being made. This applies even in years when consultation is not required.

Representations about Admission Arrangements

3.4 Where the Trust has determined each Academy's admission arrangements and notified all relevant consultees listed in paragraph 3.1 if any of those bodies object to an Academy's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 15th May in the Determination Year.

Secretary of State's consent for changes to Admissions Arrangements

3.5 Where the admissions arrangements determined in a Determination Year, in accordance with paragraph 3.5 are different from the admissions arrangements currently in existence for each Academy, the Trust shall, by 15th May in the Determination Year, apply to the Secretary of State for him to consent to such amended admissions arrangements.

Secretary of State's power to accept, modify or reject admissions arrangements

3.6 Where the Secretary of State has received any representations made in accordance with paragraph 3.6, the Secretary of State must consult the on

such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Trust amends the proposed admissions arrangements for an Academy within the Trust. The Trust shall comply with any such direction.

3.7 Where the Secretary of State has received an application made in accordance with paragraph 3.7 to consent to any amended admissions arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. The Trust must comply with any such direction.

4. Publication of Admission Arrangements

4.1 The Trust shall each Determination Year publish each Academy's agreed admission arrangements by:

- Copies being sent to the offices of the LA;
- Copies being made available, without charge, on request from each Academy; and
- A copy being uploaded to each Academy's website

4.2 The published admission arrangements will set out:

- The name and address of each Academy and contact details;
- A summary of the admissions policy, including full over-subscription criteria and any arrangements for post-16 admission;
- A statement of any religious affiliation if relevant;
- Numbers of places and applications for those places in the previous year; and
- Arrangements for hearing appeals.

Proposed changes to admission arrangements by each Academy after arrangements have been published

4.3 Subject to paragraph 4.4, once an Academy's admission arrangements have been determined for a particular year and published, the Trust will not make any change to such arrangements unless there is a major change of circumstances and the

following procedures have been followed:

- The Trust has consulted those who are required to be consulted under paragraph 3.1 above on the proposed variation;
- Following such consultation, the Trust has applied to the Secretary of State to approve the change setting out:
 - a) the proposed change;
 - b) reasons for wishing to make such change;
 - c) any comments or objections to the proposal from those consulted; and,
- Following such application, the Secretary of State has provided his consent to the proposed variation.

4.4 The Trust shall, following the receipt of written agreement or direction of the Secretary of State, vary each Academy's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

4.5 Any changes to an Academy's admission arrangements brought about through the variation processes in paragraphs 4.3 or 4.4 above must be published within the Academy's prospectus and website and be communicated within 7 days to those persons who must be consulted under paragraph 3.1.

4.6 The Trust must make arrangements for a parent/carer of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to an Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

4.7 Where a representation is made in accordance with paragraph 4.6, the Secretary of State may, after consulting the Trust, direct that the Trust modify its arrangements for the admission of students to the Academy so that they comply with the relevant provisions of

admissions law and the Codes as they apply to maintained schools. The Trust must comply with any such direction.

4.8 Records of applications and admissions to an Academy shall be kept by the Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

5. Procedure For Admitting Students to a Secondary (11-16) Academy

Admissions number

5.1 The College Academies Trust has the following agreed admissions number:

- For The Discovery Academy for the year 2025/2026 the admission number is **300**.
- For The Excel Academy for the year 2025/2026 the admission number is **240**.

5.2 For admissions to Year 7 in September 2025/2026 the Academy will admit all students offered a place in Year 7 through the local co-ordination of admissions at the Academy site.

5.3 In any specific year, the Trust may set a higher admission number than each Academy's agreed admission number for an applicable year group.

Process of application

5.4 Arrangements for applications for places at each Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Secondary Common Application Form provided and administered by the relevant local authority.

5.5 The Trust will use the following timetable for applications to the Academy each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the timetable for co-ordination of admissions arrangements within the Stoke-on-Trent LA as agreed by its Admissions Forum, neighbouring LA admissions authorities, and local schools and Academies.

- By 12 September – The Academy will publish, in its prospectus, information about the arrangements for admission, including over-subscription criteria, for the

following September (e.g. in September 2024 for admission in September 2025). This will include details of open evenings and other opportunities for prospective students and their parents/carers to visit the Academy. The Trust will also provide information in relation to the Academy to the LA for inclusion in the composite prospectus, as required;

- September/October – The Academy will provide opportunities for parents/carers to visit the Academy;
- By 31 October – Secondary Common Application Form will be completed and returned to the student's home LA to administer;
- 1 March – offers will be made to parents/carers.

5.6 There is a national closing date of 31st October for secondary applications and the Academy will ensure its application processes enable parents/carers to apply before these deadlines.

Consideration of applications

5.7 The Trust will consider all applications for places at Academies within the Trust. Where fewer than the published admission number(s) for the relevant year groups are received, the Trust will offer places at each Academy to all those who have applied.

Procedures where an Academy is oversubscribed

5.8 Where the number of applications for admission is greater than the published admission number, the Trust will first accept all students with an Education, Health & Care Plan (EHCP) where the Academy is named on the plan. After the admission of students with an EHCP, the criteria below will be applied for the remaining places for this age group in the order in which they are set out:

- Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), 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.

- Children with compelling medical or exceptional social reasons for attending the Academy (robust and documented social, medical or psychological evidence must be provided in support, from an appropriate independent registered professional such as a social worker, hospital consultant or GP at the time of the application, and must set out why the Academy is the only school/academy that can meet the young person's needs).
- Siblings of students attending the Academy at the time of entry.
- Children of members of staff, where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the academy is made, and or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. (This is in accordance with paragraph 1.39 of the School Admission Code).
- Children on roll in a federated/partner primary academy (see list of schools on school and Trust website).
 - For The Discovery Academy: Maple Court Academy; Eaton Park Academy. In the case of these applications exceeding the published admission number - children who live nearest to the Academy by straight-line distance measured from home address point to the main entrance gate to the Academy on Discovery Drive.
 - For The Excel Academy: Sneyd Academy; Hillside Primary; Milton Academy; Holden Lane Primary; Greenways Academy. In the case of these applications exceeding the published admission number - children who live nearest to the Academy by straight-line distance measured from home address point to the main entrance gate to the Academy on Milton Road.
- Children who live nearest to the Academy by straight-line distance measured from home address point to the main entrance gate to the Academy.

5.9 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 academy nights. Academy nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of academy 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.

5.10 In the case of applications from twins and other multiple births (or two or more siblings in one year group), they will be treated as individual children, within each over-subscription criteria in paragraph 5.8 above. Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the Trust will usually admit over the published admission number (PAN) unless it is impossible to accommodate siblings in such a way (e.g. if they were octuplets) when the parents will be asked to make a decision on behalf of the family.

Operation of waiting lists

5.11 Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, each academy within the Trust will operate a waiting list for each year group. Where in any year an academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year which will be maintained by each academy.

5.12 Children's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out in paragraph 5.8. Where places become vacant they will be allocated to students on the waiting list, in accordance with the over-subscription criteria. **Arrangements for admitting students to other year groups, including to replace any students who have left an Academy within the Trust.**

5.13 Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Trust will consider all such applications and if the year group applied for has a place available,

admit the student unless one of the fair access criteria apply. If more applications are received than there are places available, the over-subscription criteria in paragraph 5.8 shall apply. Parents/carers whose application is turned down shall be entitled to appeal.

6. Definitions

6.1 Definition of siblings

A sibling is defined as:

- A brother or sister who share one or both parents, whether or not resident in the same household;
- A half-brother or half-sister who share one common parent;
- A step brother or step sister where two children are related by a parent's marriage or Civil Partnership;
- An adopted or fostered child living in the same household under the terms of a residence order;
- Another child normally in residence for the majority of term time in the household for whom the adult in the household has parental responsibility and also has parental responsibility for the child currently attending the Academy.

6.2 Definition of the distance to the Academy from an intending student's home

- The distance used is the straight-line distance from home to the Academy and is measured electronically by Stoke-on-Trent City Council on behalf of the Trust. It will be measured using Ordnance Survey address point data, which takes a straight-line measurement from the child's home address point to the main entrance gate to the Academy.
 - For The Discovery Academy on Discovery Drive
 - For The Excel Academy on Milton Road
- If two distances are identical (for example where more than one child lives in the same block of apartments) and there is no other way of separating the applications according to the admission criteria, and to admit both or all of the children would cause published admission number to be exceeded, the Trust will draw lots to randomly select the child to be offered the final place(s).

7. Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed annually and any recommendations for improvement will be made as required.



Thistley Hough Academy

Thistley Hough, Penkhull,
Stoke-on-Trent ST4 5JJ
Tel: 01782 883500
www.thistleyhough.stoke.sch.uk
Principal: Mr. Noel Kennedy
Type: Academy

The academy currently admits students between the ages of 11-16.

1. Basic principles

1.1. The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admissions Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be reference to the Local Governing Body of the Academy (The latter is a sub-committee of the Creative Education Trust (CET) Board and is the local presence of the Board with representatives from the school community, the local community and regional businesses and organisations). In particular, the Academy will take part in any Co-ordinated Admissions System operated by the LA.

1.2. Although the Academy is its own Admissions Authority, Stoke-on-Trent City Council administer the admission process for the academy.

1.3. The Academy will admit children with a Statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) where the Academy is named in the Statement/Plan, without reference to oversubscription criteria outlined below, and this will reduce the number of places available.

2. Admission Arrangements – Year 7

2.1 The Academy has an admission number of 210 for year 7. The Academy will admit the admission number of pupils in the relevant age group each year if sufficient applications are received. If there are more applications, the oversubscription procedure will be applied.

2.2. The Academy will consider all applications for places. Where fewer than 210 applications are received, the Academy will offer places to all those students who have applied.

2.3 In the event of over-subscription, and following the allocation of places to pupils who have an SEN Statement or EHCP, when there are more applications than places available, places will be offered in accordance with the following order of priority:

1. Looked after children or children who were previously looked after including 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. Previously looked after children are children 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).
2. Children who have an elder brother or sister at the school at the time of application and who will still be attending at the time of admission.
3. Children of staff employed at the school
 - 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.
4. Children who live nearest to the Academy measured by “as the crow flies” from their normal family home to main gate of the Academy. When dealing with multiple applications from a block of flats to the Academy, a random allocation will be applied. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, “their normal family home” is where the majority of school nights (Sunday to Thursday) are spent.

2.4. If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the

academy as measured by straight line. Any reasons put forward by parents in support of their preference will also be considered. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If it is considered that the reasons are sufficiently strong, the child will be placed on the school list above those whose position is based upon the distance criterion.

2.5. Once the class is full, a waiting list based on these criteria will be held until the end of December of that academic year.

2.6. Following the offer of a place at the Academy parents/carers will be asked to provide evidence of their child's identification and main residence should it be subsequently found that the offer was obtained through a fraudulent or intentionally misleading application, the place will be withdrawn. The forms of identification may include;

- a) Birth certificate - preferably a full certificate
- b) NHS registration
- c) Council tax bill
- d) Two current (i.e. less than six months old) utility bills
- e) Passport

2.7. For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

2.8. The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. This will usually be the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be used. Where a child

lives for part of the week with each parent separately, their main home address will be deemed to be the address at which the child lives for 51% or more of their time from Monday to Friday during school term times. Where there is a dispute over which address is the child's main home address, the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be deemed to be their main home address.

3. Distance from the Academy

Distance will be measured in a straight line from the child's main home point to Thistley Hough Academy's main entrance.

4. Tie Breaker

As stated above, places will be allocated within each priority according to the proximity of the child's main home address to the academy. Where distance from the academy is equal for two or more applications, such as in the case of children living in the same block of flats, places will be allocated by independently verified random allocation.

5. Twins and Children from Multiple Births

Where a child who is a twin or a child from a multiple birth has achieved a place in the usual way, but there are no places remaining to admit their twin or siblings from a multiple birth, the academy will admit the twin or siblings from a multiple birth over and above the academy's published admission number (PAN). In those cases, those additional children admitted over the PAN will be admitted as "excepted pupils" and will not count towards the statutory maximum class size.

6. Children of UK Service Personnel and other Crown Servants

The academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the academy's area, or from a crown servant family returning from overseas to live in the academy's area, as if they live in the area of the academy even if a residential address has not been identified at the date of the application

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the academy's oversubscription criteria.

7. In-year Admissions

Where places for children in other year groups are sought (Years 7 to 11) outside the normal admissions round, an application form is available from the academy and this should be completed and returned to the academy as early as possible. All current applications for places will be considered once a week and if sufficient places are available these will be offered to all applicants. In the case of oversubscription, the criteria detailed in 2.3 will be applied and details of any applicants who cannot be accommodated at the academy will be passed to Stoke on Trent City Council for placement at an alternative school. The academy will make best efforts to match students curriculum choices, in particular at KS4. Where the academy is unable to match the first-choice curriculum on account of availability and logistical constraints, parents/carers will be contacted ahead of admission to discuss the possible solutions and pitfalls.

8. Waiting lists

Once all places have been filled, the academy will maintain a waiting list for each year group. The names of all children who are unsuccessful in achieving a place in Year 7 will be automatically added to the waiting list for the first term of the academic year until 31 December. After that date, the children's names will be removed unless parents notify the academy that they would like their child's name to be kept on the waiting list until the end of the academic year.

Where an application for admission into a different year group, or in-year admission, has been unsuccessful, parents will be asked if they would like their child's name to be added to the waiting list for that year group. The waiting list will be maintained until the end of the Summer term.

A child's position on the waiting list will be ranked solely in accordance with the order of priority set out above, and not in accordance with the date that the child's name was added to the waiting list. This means that the child's name may go up or down in ranking on the waiting list, as other children are added or removed.

Where a place becomes vacant in any year group, the place will be offered to the child ranked first on the waiting list for that year group. Where two or more children on the waiting list live an equal distance from the academy, they will be jointly ranked until a place becomes available for one of them. At that time, the place will be allocated by independently verified random allocation in accordance with the tie breaker outlined above.

9. Appeals

Where a child is not successful in achieving an offer of a place, the child's parents will be told the reason why admission was refused and that they are entitled to appeal to an independent admission appeal panel within a specified amount of time under the provisions of the School Standards and Framework Act 1998. The academy will provide information to parents about the appeals process and provide the parents with a named contact who can answer any enquiries they may have about the appeals process. Parents lodging an appeal must set out the grounds of the appeal in writing.

The admission appeal panel will be independent of the academy. The academy will appoint an independent appeals service to deal with the administrative side of arranging admission appeal hearings for the academy.

The determination of the admission appeal panel will be made in accordance with the Schools Admission Appeals Code 2022 and will be binding on all parties.

Trentham Academy

Allerton Road, Trentham,
Stoke-on-Trent ST4 8PQ
Tel: 01782 883200
<https://clt.trenham.coop>
Headteacher: Mr Mike Whittingham
Type: Academy

The academy admits students between the ages of 11-16

2. General Principles & Ethos

- a. Trentham Academy is a member of the City Learning Trust. Trentham Academy is a mixed, non- denominational Academy situated on the outskirts of Stoke-on-Trent. Trentham Academy has a strong sense of community where every individual is valued. We are highly ambitious and work together to ensure everyone has the opportunity to lead fulfilling lives. Our ethos reflects the belief that excellence in educational achievement comes from developing the whole person. At the core of our community are the values of respect, optimism, integrity and responsibility.
- b. The Academy will also endeavour to provide places for students who live outside the Trentham and surrounding area whose parents wish them to attend Trentham Academy.
- c. Students will be admitted at the age of 11+ without reference to ability or aptitude.
- d. The Academy participates in the Local Authority Co-ordinated Scheme operated by Stoke-on-Trent City Council and all deadlines within that scheme should be adhered to by applicants. Details of the Co-ordinated Scheme can be found below.
- e. This policy is written having due regard to the Schools Admissions Code 2021("the Code").

3. Application Procedures

- a. Applications should be made on-line, or using the Common Application Form (CAF) which will be made available by the Local Authority. Applications must be made direct to the Local Authority by the deadline 31 October of the year preceding admission.

- b. Families living outside of Stoke-on-Trent should apply through their home Local Authority.
- c. All places will be offered through the second Co-ordinated Admissions Scheme, on behalf of the Governing Body. Allocations will be notified by the applicant's home Local Authority in accordance with their procedures.

3.1 Stoke-on-Trent City Council Co-ordinated Scheme

- a. Stoke-on-Trent City Council manages admissions to secondary schools for all the children who live in the City of Stoke-on-Trent and it uses an equal preference system. Parents / carers are asked to name five schools as preferences. Their preferences may include community schools, voluntary aided schools, foundation schools, trust schools or maintained schools in other local authority areas. Parents / carers may not name independent schools.
- b. The Academy is its own admissions authority.
- c. Every admissions authority publishes its own admission arrangements and will consider each preference for individual schools in accordance with those arrangements. When it has received all applications for places for the schools in Stoke-on-Trent, the Local Authority will forward all applications, which name Trentham Academy as one of the preferred schools, to the Academy governors. The governors will then categorise the applications into groups as determined by the over-subscription criteria described in paragraph 2.3.
- d. The Local Authority will then offer each child a place at their highest preference school for which they are eligible.
- e. If the child is not eligible for a place at any school which the parents have named as a preference, the Local Authority will allocate a place at the nearest appropriate school where there are places available after all other parents' preferences have been met.

3.2 PAN

- a. The determined Published Admission Number (PAN) for 2025/2026 is 150 and is based on the funding agreement, signed when Trentham became an Academy.
- b. Admission Figures will be subject to Annual Review.

3.3 Special Educational Needs

Under the Code, the Academy must admit children with an Education, Health and Care Plan that names the Academy. This requirement is not part of the over-subscription criteria below. The Academy must admit such children whether it has places or not.

3.4 Oversubscription criteria

- a. Where the number of applications exceeds the number of places available (the Published Admission Number), the Governing Body will use the following over-subscription criteria to determine those applicants to be offered a place;
- b. Trentham Academy Governors will prioritise places in the following order:
 - i. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), 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.
 - ii. Children who have older brothers or sisters/siblings at the school at the time that they will start.
 - iii. Children who attend one of our feeder primary schools, Priory CE Primary School and Ash Green Primary Academy.
 - iv. Children who satisfy the following:
 - They are distinguished from the great majority of applicants either by medical or by other exceptional circumstances which relate to the choice of school i.e. the circumstances of the child;
 - They would suffer hardship if they were unable to attend the preferred school (hardship means suffering of any kind). See Appendix A.
 - v. They are the child of a member of staff of the school. See Appendix B
 - vi. Children who live nearest to the Academy as determined by a straight line measurement from the child's home

address point to the Academy entrance on Allerton Road.

- c. If the last eligible child is a twin, triplet or child of any other multiple births, the Governors will allocate places to the siblings even if that means exceeding the admission number.

3.5 Definition of Older Brothers or Sisters

- a. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
 - i. A brother or sister sharing the same parents
 - ii. A half-brother or half-sister, where two children share one common parent
 - iii. A step-brother or step-sister, where two children are related by a parents' marriage or Civil Partnership or where they are unrelated but their parents are living as partners.
 - iv. Adopted or fostered children
- b. The Academy does not include Cousins within the definition of a sibling.

3.6 Home Address

- a. Proof of residence may be required under the Co-ordinated Scheme. The offer of a place may be withdrawn if proof of residency is not met.
- b. A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided on the Application. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided on the Application, provided that the child resides at that address for any part of the school week. Parents may be requested to supply documentary evidence to satisfy that the child lives at the address put forward by the parents. If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

3.7 Waiting Lists

- a. Under the Co-ordinated Scheme, the Academy and LA will maintain a waiting list until the end of the Autumn Term.
- b. The school will continue to maintain a waiting list for subsequent terms. Applications for inclusion on a waiting list must be made on the school's appropriate form and they will be ranked according to our over-subscription criteria as described in paragraph 2.3.
- c. We also maintain waiting lists for all 'full' year groups.

3.8 In-year admissions

- a. Admissions for all year groups will be dealt with in accordance with this policy. Applications must be made in writing to the Academy using a form obtainable from Reception. If the transfer request is not related to a change of address, the form must be signed by the child's present Headteacher. Governors will take each admission on an individual basis; a place will be allocated providing it does not prejudice the education of others.

3.9 Appeals

- a. If you are not offered a place at our Academy, you have the right to appeal to an independent panel. Trentham Academy uses the Local Authority appeals service Full details and relevant deadlines can be found on the Stoke City Council website at [stoke.gov.uk/when can i appeal my childs school place](https://www.stoke.gov.uk/when-can-i-appeal-my-childs-school-place)
- b. All appeals should be heard by the same panel and it is difficult to slot in late applications. If you are in any doubt, please contact the school and we will send you a copy of the appeals form.

Appendix A Medical Need and Hardship

- a. Medical grounds must be supported by documentary evidence from at least one consultant, medical practitioner or other social care professional. The evidence should set out the particular reasons why Trentham Academy is the most suitable Academy and the difficulties/hardship that would be caused if the child had to attend another school.



- b. The evidence must be obtained by the applicant and sent directly to the Academy at the point of application; higher priority will not be given to children under this criterion if required documents have not been produced.
- c. A subgroup of the governors will consider each such case on individual merit and make objective and consistent decisions.

Appendix B
Children whose parent(s) work at the Academy

- a. This criteria will be applied in the case of a member of staff who has either:
 - i. been employed by the Academy for at least two years before the application, or
 - ii. been recruited to fill a vacant post for which there is a demonstrable skill shortage

- b. It relates to the parent of a child who shares a 'home address' as above. The definition of 'parent' will include:
 - i. The natural parent of a child
 - ii. A step parent or adoptive parent
- c. A person living as the partner of the child's natural parent (as part of a civil partnership or otherwise).



Useful contact details

Admissions and Transport Team
Children and Family Services
Floor 2 Civic Centre, Glebe Street
Stoke-on-Trent. ST4 1HH

Admissions and Transport Helpline	01782 234598
In Year Admissions	01782 237856
Education Welfare	01782 233489
SEND Information Advice and Support Service (SENDIASS)	01782 234701
Free School Meals	01782 236813
Vulnerable Children and Corporate Parenting Hanley Area Office	01782 235100
Pupil Support for Staffordshire: Children and Lifelong Learning, Tipping Street, Stafford ST16 2DH E-mail: admissions@staffordshire.gov.uk	01785 278593



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City of
Stoke-on-Trent

stoke.gov.uk/education