

Elizabeth Woodville School	
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Appendix A – Elizabeth Woodville School Sixth Form

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

[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](#).

Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or

Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in)

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Any request should be addressed to susan.brown@ewsacademy.org.uk

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

6. Allocation of places

Published admission number (PAN)

The school has a published admission number of 120 pupils for entry in Year 7 .

Whilst the PAN for all year groups is 120, places for year 8-11 may be available subject to whether or not the year is operationally full.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed below. Priority will not be given to children on the basis that they have been on the waiting list the longest. Applications for in-year admissions should be submitted to West Northamptonshire Council. Appeals If you have not been successful in gaining a place at EWS, you may appeal the decision. EWS appeals are handled by West Northamptonshire Council.

Please follow the link below:

[Appeal a school place | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk/appeal-a-school-place)

Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled

1. Looked after children or children who were previously looked after.
2. Children who have an older brother or sister continuing at Elizabeth Woodville School during the year of application of the younger child and who live at the same address as the application (within a family unit) including adopted children, step-brothers, step-sisters and children in foster care.
3. Students who live in the linked area associated with the school: Alderton, Cosgrove, Deanshanger, Furtho, Grafton Regis, Old Stratford, Passenham, Paulerspury, Potterspury, Pury End, Puxley, Wicken, Yardley Gobion, Heathencote.
4. Children of current staff working at the school where: a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Students attending the designated contributory primary schools and continuing in attendance until the final offer of places is made: Cosgrove, Deanshanger, John Hellins, Old Stratford, Paulerspury, Yardley Gobion

Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Stratford Road. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Appeals

If you have not been successful in gaining a place at EWS, you may appeal the decision. EWS appeals are handled by West Northamptonshire Council. Please follow the link below:

[Appeal a school place | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk/appeal-a-school-place)

Sixth Form

Entry to the Sixth Form is by application and subject to meeting minimum academic qualifications relevant to particular courses as outlined in the Sixth Form courses booklet, available from the school and on the school's website. Admission arrangements for children attending schools other than Elizabeth Woodville School are outlined in Appendix A.

Monitoring Arrangements

This policy will be reviewed and approved by the board of governors every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the school will publicly consult on these changes.

Appendix A

Arrangements for Admitting Students to the Sixth Form

Pupils already on the Year 11 school roll are entitled to transfer to Year 12 if they meet the published academic entry requirements (As posted on the website - [Academic Entry Requirements](#)).

The school will apply the same academic entry requirements to external students as it does to students already on roll in the school. Children with an EHCP naming the school will be admitted.

The Published Admissions Number (PAN) for year 12 is 10. This is the minimum number of external students that will be admitted. If fewer external applications are received for year 12 and the PAN, all applicants will be admitted. If more external applications than places available, and following the admissions of the children with an EHCP naming the school, the following oversubscription criteria will be applied:

1. 'Looked after children' or previously looked after children.
2. Children who have a brother or sister continuing at Elizabeth Woodville School at the time of admission.
3. Students who live in the linked area associated with the school which is the civil parishes of: Alderton, Cosgrove, Deanshanger (including Puxley), Grafton Regis, Old Stratford (including Passenham) , Paulerspury (including Pury End and Heathencote), Potterspury (including Furtho), Wicken and Yardley Gobion.
4. Children of current staff (full and part time, teaching and non-teaching staff) working at the school where:
 - a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Other students