

Elizabeth Woodville School	
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### Aims

This policy aims to:

- Explain how to apply for a place at Elizabeth Woodville School.
- Set out the school's arrangements for allocating places to the pupils who apply to Elizabeth Woodville School (EWS)
- Explain how to appeal against a decision not to offer your child a place.

### 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** 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, or  
Became subject to a special guardianship order.

This includes 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 of Staff**

For the purposes of these arrangements a staff member is defined as a permanent full or part-time member of teaching or non-teaching staff employed directly by the school or Trust. The child must be living for at least part of the week with the staff member to be eligible to be considered under this criterion.

### **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 can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

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

### **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 the head of school, at the respective site, in writing or via email to [jane.karaolis@ewsacademy.org.uk](mailto:jane.karaolis@ewsacademy.org.uk) or [daniel.peel@ewsacademy.org.uk](mailto:daniel.peel@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 in 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.

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.

### **Allocation of places**

#### **Published Admission number (PAN)**

The school has the following agreed admission numbers:

- Year 7 - 120 (South - Deanshanger) and 120 (North - Roade) students

- Years 8 – 11 – Year group places may be available, but this is subject to whether or not the year group is operationally full.

Arrangements for admission to Year 12 are set out in appendix A.

### **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 (either North or South) is not oversubscribed or operationally full, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available on either site, places will be allocated according to the oversubscription criteria below in the following order:

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, stepbrothers, stepsisters and children in foster care.
3. Students who live in the linked area associated with the school:  
South Campus: Alderton, Cosgrove, Deanshanger, Furtho, Grafton Regis, Old Stratford, Passenham, Paulerspury, Potterspury, Pury End, Puxley, Wicken, Yardley Gobion, Heathencote.  
North Campus: Ashton, Blisworth, Collingtree, Hackleton, Hardingstone, Hartwell, Horton, Piddington, Preston Deanery, Roade, Shutlanger, Stoke Bruerne or Wootton Hall Park or Grange Park.
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:  
South Campus: Cosgrove, Deanshanger, John Hellins, Old Stratford, Paulerspury, Yardley Gobion  
North Campus: Ashton, Blisworth, Collingtree, Hackleton, Hardingstone, Hartwell, Roade or Stoke Bruerne.
6. Other students

### **Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria 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 relevant school site. Distance will be measured in a straight line from the child's home address to the address point of the school, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

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 the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

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

## **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 above. 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)

## **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**

### **Published Admission number (PAN)**

20 students in Year 12 across both sites (for students being admitted from outside the Academy).

### **Arrangements for Admitting Students to the Sixth Form**

The school operates a Sixth Form with a capacity for a total of 300 students. 150 places overall will be available in Year 12 (the Year 12 'capacity'). Pupils already on the Year 11 school roll are entitled to transfer to Year 12 if they meet the published standards of entry.

The school will apply the same academic entry requirements as it does to students already on roll in the school. If more external students than places available, the following oversubscription criteria will be applied until full:

1. 'Looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order, or in state care outside of England.
2. Children who have 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:  
South Campus: Alderton, Cosgrove, Deanshanger, Furtho, Grafton Regis, Old Stratford, Passenham, Paulerspury, Potterspury, Pury End, Puxley, Wicken, Yardley Gobion, Heathencote.  
North Campus: Ashton, Blisworth, Collingtree, Hackleton, Hardingstone, Hartwell, Horton, Piddington, Preston Deanery, Roade, Shutlanger, Stoke Bruerne or Wootton Hall Park or Grange Park.
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. Other students.

If a tie-break is necessary to determine who is admitted, the tie-break criteria above will be applied.

The school will publish the specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment, at the beginning of the academic year prior to admission (e.g. September 2025 for those seeking admission in September 2026). It will also publish academic entry requirements for each course available based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and any external applicants and will be published in its prospectus and on its website. Students failing to meet the grades for their preferred course option will be offered alternative courses if available. Admission requirements can be found via the link: <https://www.ewsacademy.org.uk/sixth-form-home/about-us/sixth-form-admissions/>

There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and any external applicants refused admission. An appeals form can be requested from Mrs J Karaolis, North Campus via [jane.karaolis@ewsacademy.org.uk](mailto:jane.karaolis@ewsacademy.org.uk) or Mr D Peel, South Campus via [Daniel.peel@ewsacademy.org.uk](mailto:Daniel.peel@ewsacademy.org.uk)