

# ADMISSIONS POLICY AND ARRANGEMENTS

<b>Approved by</b>	Standards Committee
<b>Last reviewed</b>	Spring 2026
<b>Next Review</b>	Summer 2026

## ADMISSIONS POLICY

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## Legal/Regulatory Requirements

This policy and its related procedures exist to ensure that Learning Community Trust (LCT) meets compliance with the following:

- School Admissions Code (2021)

## Policy statement

The LCT recognises the importance of setting out the principles and procedures for admitting pupils to ensure fairness, transparency, and compliance with statutory requirements.

The LCT aims to meet its commitments to this by ensuring:

- it has a written admissions policy in place which is compliant with the School Admissions Code.
- the Standards Committee (on the behalf of the Board of Trustees) formally sets the Published Admission Number (PAN) and oversubscription criteria before the required deadline.
- that it annually publishes its arrangements for admissions on the LCT website and notifies any relevant Local Authorities.
- that it consults on any changes to admissions arrangements (e.g., PAN changes) through a consultation lasting at least 6 weeks between 1 Oct–31 Jan.

## Responsibilities

The Standards Committee is responsible for:

- approving the policy and subsequent amendments to it.
- approving the Published Admission Number (PAN) and oversubscription criteria before the required deadline on the behalf of the Board of Trustees.
- monitoring performance and providing onward assurance to Board that this is satisfactory.

Directors of Education are responsible for:

- reviewing this policy and recommending appropriate amendments.
- investigating and responding to breaches of the policy and its related procedures.
- providing assurance to Standards Committee that the policy and arrangements in place remain fit for purpose.

Heads/Principals and Directors are responsible for:

- understanding how the policy applies to their area and ensuring it is applied correctly.
- ensuring their staff are aware and understand the policy along with its related arrangements.

All staff are responsible for:

- ensuring they comply with this policy, its procedures and any guidance issued in relation to it.

## Arrangements

The arrangements for this policy will be recorded and alongside this policy will be reviewed to ensure that they are kept up to date.

Directors of Education can make minor amendments to the arrangements with the approval of the Chief Executive Officer and Head of Governance such as:

- correcting spelling and grammar mistakes.
- making consequential updates i.e. changes to job titles.
- making any other non-substantive changes that would not contradict this policy.

Any substantive changes to the arrangements or anything that requires a change to the policy itself will need to be approved by the Standards Committee first.

### **Review of Policy**

This policy will be reviewed every year, or sooner if warranted by internal or external events or changes and any amendments proposed submitted to Standards Committee for approval.

## Admissions Arrangements

### Introduction

The Learning Community Trust has determined the admissions to all its academies for applications for places for the academic year of 2027-28.

Primary Academies	Secondary Academies	Specialist Education
Allscott Meads Primary Crudgington Primary Hadley Learning Community Primary Lantern Academy Wrekin View Primary	Charlton School Ercall Wood Academy Hadley Learning Community – Secondary New Road Academy Burton Borough School	Kickstart Alternative Provision Academy* Queensway School* Severndale Specialist Academy*  *Separate admissions criteria

Details of the catchment areas for each of our primary and secondary academies can be found on the home local authority website.

If there are more applications received than places for our academies, then the oversubscription criteria on the following pages will apply, which are slightly different for each academy:

### Definitions Used in the Criteria

**Normal Admissions round:** 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.

**Distance:** If there are insufficient places for all children in any one category, places will be allocated on the basis of distance between home and the academy as measured by straight line distance with those children closest to the academy having priority. Distances are measured using the Local Authorities computerised mapping system.

**Siblings:** A sibling connection is defined as a brother, sister, step-brother, step-sister, half brother or half-sister living at the same address as part of the same family unit and of compulsory schooling age. Adopted siblings are also included. Older siblings must be attending the academy on the date the younger sibling is due to start. However, cousins or other relatives who take up residence in a home to establish an 'in-catchment' address will not be given priority under the sibling criterion.

**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.

## Admission Arrangements for Special Schools

The Trust operates special schools designed to meet the needs of children and young people with significant and complex special educational needs and/or disabilities (SEND). Admission to a Trust special school is reserved for pupils whose needs cannot be appropriately met within mainstream provision, even with additional support.

### Eligibility

Admission to a special school within the Trust is only considered for pupils who have:

- An Education, Health and Care Plan (EHCP) that identifies the special school as a suitable placement; or
- An agreed interim placement while an EHCP is being finalised, in exceptional circumstances and with the agreement of the Local Authority.

Special schools within the Trust cater for pupils whose primary needs fall within the categories set out in the school's published SEND designation (e.g., cognition and learning, communication and interaction, social, emotional and mental health, sensory and/or physical needs).

### Referral and Consultation Process

The Local Authority (LA) is the admission authority for all special school placements. The Trust will consider admission requests only when they are formally referred by the LA through the statutory consultation process.

Upon receiving a consultation from the LA, the Trust will:

1. Review the pupil's EHCP, supporting documentation and professional reports.
2. Determine whether the school can meet the child's needs, considering the curriculum offer, specialist provision, staff expertise and environment.
3. Consider efficient use of resources and the impact on the education of pupils already on roll.
4. Respond to the LA within the statutory timeframe, either confirming that the school is able to meet need or setting out the reasons why the placement would be unsuitable.

## Decision-Making

The final decision regarding placement at a Trust special school rests with the Local Authority, following consideration of the Trust's response. The Trust does not accept direct applications from parents or carers for special school places.

## Transition and Induction

Where a placement is agreed:

- A personalised transition plan will be developed, involving the pupil, family, and any relevant professionals.
- Arrangements may include visits, phased induction, and multi-agency planning meetings to support a successful start.

## Appeals

As the Local Authority is the admission authority for special schools, appeals regarding special school placement are made to a Tribunal (Special Educational Needs and Disability), not to the Trust.

## Admission Arrangements for The Trust Alternative Provision

### Academy

The Trust's Alternative Provision Academy provides short-term and, where appropriate, longer-term education for pupils who are unable to access mainstream schooling due to social, emotional or behavioural needs, medical or mental health reasons, or where they have been permanently excluded. The AP Academy aims to support re-engagement in learning, promote positive behaviour, and enable successful reintegration into an appropriate education setting and positive destinations post 16.

### Eligibility

Admission to the AP Academy is considered for pupils who meet one or more of the following criteria:

- Pupils who have been permanently excluded from a mainstream school.
- Pupils at risk of permanent exclusion and identified as requiring alternative provision to maintain engagement in education.
- Pupils who require short-term intervention for social, emotional or mental health needs that cannot be met within their current setting.
- The AP Academy does not operate a parental application route. All placements are commissioned and authorised via the Local Authority.

### Referral and Allocation Process

Referrals to the PRU are coordinated through the **Fair Access Panel (FAP)**. The Local Authority acts as the central admissions body for PRU placement decisions.

When a referral is received, the FAP will:

1. Review the referral documentation, including behaviour reports, assessments, and relevant professional information.
2. Consider whether the provision is appropriate and whether the AP Academy can meet the pupil's needs without negatively affecting the education and welfare of pupils already on roll.

3. Confirm availability of places and required resources.

Where a place is allocated, the AP Academy will work with the referring school, parents/carers, and the Local Authority to develop a transition and support plan to ensure a successful placement and ongoing review of progress.

## How to apply – Mainstream Primary and Secondary Schools

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.

For primary schools please note, pupils already attending our nurseries will not transfer automatically into the main school. A separate application must be made for a place in reception.

## Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

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.

## Published admission number (PAN)

Our academies have a published admission number pupils for entry for each year group as laid out below for the academic year 2027-28

Primary School	Rec	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Allscott Meads Primary School and Nursery	20	20	20	20	20	20	20

<b>Crudgington Primary</b>	20	20	20	24	24	24	24
<b>Hadley Learning community – primary</b>	90	90	90	90	90	90	90
<b>Lantern Primary and Nursery</b>	15	15	15	15	15	15	15
<b>Wrekin View Primary and Nursery</b>	60	60	60	60	60	60	60

<b>Secondary School</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>
<b>Burton Borough School</b>	242	242	242	242	242
<b>Charlton School</b>	240	240	240	240	240
<b>Ercall Wood Academy</b>	240	240	180	180	180
<b>Hadley Learning Community – Secondary</b>	240	240	240	240	240
<b>New Road Academy</b>	240	240	240	240	240

**Special schools and Pupil Referral Units** do not fall under the mainstream PAN admission model. Instead, the number of places available is determined by the Trust and Local Authority in line with the school's assessed capacity, which is dependent on appropriate learning spaces, health and safety regulations, safeguarding requirements, staffing ratios, and the needs and profile of the pupil cohort.

	<b>Primary Academies Criteria</b>	<b>Allscott Meads Primary</b>	<b>Crudgington Primary</b>	<b>Hadley Learning Community Primary*</b>	<b>Lantern Academy</b>	<b>Wrekin View Primary</b>
	Children with an Education Health Care Plan which specifically names the academy will be allocated places.  After which applications will be considered and in the case of over-subscribed schools, the following criteria will be applied:	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>
1	Children who are looked after by the local authority, or any other local authority, and children who were previously looked after.  And then	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>
2	Children who live in the academy's defined attendance (catchment) area.  If places are unavailable for all these local children, then places will be given first to: medical evidence that admission to the academy is essential for their medical wellbeing;  And then  b. Those children who will have on the day of admission a brother(s), sister(s), stepbrother(s), step-sister(s), half-brother(s) or half-sister(s) living as a family at the same address and who attend the academy;  c. Children in receipt of Early Years Premium or Pupil Premium at the point of submitting the application request;  d. Other children living in the school's attendance area.	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>
3	Children of staff at the academy a. 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  b. Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>
4	Any places which remain available will be allocated to children living outside the academy's attendance area on the priority order 2 a)-c).	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>
	If there are insufficient places for children in any one category, places will be allocated on the basis of distance between home and the academy, as measured by straight line distance with those children closest to the academy having priority. Distances are measured using local authority's computerised mapping system.	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>

\*Part of Hadley Learning Community's attendance area is shared with Teagues Bridge Primary School. If one of these is oversubscribed with in-area applications, the places will be allocated up to the admission number in accordance with the priority order. Any parents/carers living in the shared area who cannot be offered a place at their preferred school will then be considered for a place at the other school in the shared area if that is one of their preferences. Once all applications from within the shared area to both schools have been considered, any remaining places at either school will be allocated to out-of-area applicants in accordance with the priority order

	<b>Secondary Academies Criteria</b>	<b>Burton Borough School</b>	<b>Ercall Wood Academy</b>	<b>New Road Academy</b>	<b>Hadley Learning Community – Secondary</b>	<b>Charlton School</b>
	Children with an Education Health Care Plan which specifically names the academy will be allocated places.  After which applications will be considered and in the case of over-subscribed schools, the following criteria will be applied:	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>
1	Children who are looked after by the local authority, or any other local authority, and children who were previously looked after.  And then	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>
2	Children who live in the academy's defined attendance (catchment) area.  If places are unavailable for all these local children, then places will be given first to: medical evidence that admission to the academy is essential for their medical wellbeing;  And then  b. Those children who will have on the day of admission a brother(s), sister(s), stepbrother(s), step-sister(s), half-brother(s) or half-sister(s) living as a family at the same address and who attend the academy;  c. Other children living in the school's attendance area.	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>N/A</b>	<b>N/A</b>
2	Children who live in the academy's defined attendance (catchment) area.  If places are unavailable for all these local children, then places will be given first to: medical evidence that admission to the academy is essential for their medical wellbeing;  And then  b. Those children who will have on the day of admission a brother(s), sister(s), stepbrother(s), step-sister(s), half-brother(s) or half-sister(s) living as a family at the same address and who attend the academy;  c. Those children attending Hadley Learning Community – Primary Phase in Year 6 on the date the admissions application was made;  d. Other children living in the school's attendance area.	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>Applies</b>	<b>N/A</b>
2	Children who live in the academy's defined attendance (catchment) area.  If places are unavailable for all these local children, then places will be given first to: local authority specifically for the academy. These are namely the villages of Roden, Poynton, High Ercall, Walton, Cotwall, Osbaston, Ellerdine, Ellerdine Heath, Eytonupon-the-Weald Moors, Cold Hatton Heath, Waters Upton, Little and Great Bolas, Bolas Heath, Shirtlowe, Rodington Heath, Todington, Rodway, Crudgington, Longdon-on-Tern, Kynnersley, Preston-upon-the-Weald Moors, Wrockwardine, Walcot and Allscott Heath, encompassing parts of the civil parishes of Bolas Magna and Ercall Magna.  And then  b. Those children who have exceptional health reasons where there is written medical evidence that admission to the academy is essential for their medical wellbeing;  c. Those children who will have on the day of admission a brother(s), sister(s), stepbrother(s), step-sister(s), half-brother(s) or half-sister(s) living as a family at the same address and who attend the academy;  d. Other children living in the school's attendance area.	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>Applies</b>
3	Children of staff at the Academy a. 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  b. Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>
4	Any places which remain available will be allocated to children living outside the academy's attendance area on the priority order 2 a)-b).	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>N/A</b>	<b>N/A</b>
4	Any places which remain available will be allocated to children living outside the academy's attendance area on the priority order 2 b) - c).	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>Applies</b>
4	Any places which remain available will be allocated to children living outside the academy's attendance area on the priority order 2 a) - c).	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>Applies</b>	<b>N/A</b>
	If there are insufficient places for children in any one category, places will be allocated on the basis of distance between home and the academy, as measured by straight line distance with those children closest to the academy having priority. Distances are measured using the local authority computerised mapping system.	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>	<b>Applies</b>

\* Part of Ercall Wood Academy's attendance area is shared with Telford Langley School. If one of these is oversubscribed with in-area applications, the places will be allocated up to the admission number in accordance with the priority order. Any parents/carers living in the shared area who cannot be offered a place at their preferred school will then be considered for a place at the other school in the shared area if that is one of their preferences. Once all applications from within the shared area to both schools have been considered, any remaining places at either school will be allocated to out-of-area applicants in accordance with the priority order.

## 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. 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 determined at Trust level and independently verified.

## Fair Access Protocol

We participate in the local authority's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures.

## Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused. We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

## In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school, the school will be consulted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group, if requested. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

You can find details on our in-year admissions and an application form on the following webpage:

[Telford & Wrekin Council | Telford & Wrekin Council online information | Schools and learning | School admissions](#) – Telford and Wrekin admissions  
[School admissions | Shropshire Council](#) – Shropshire admissions

Parents will be notified of the outcome of their in-year application in writing within 15 school days in accordance with the school admissions code [School admissions code 2021](#)

## Appeals

The appeals process for parents/carers who have not been offered a place at one of our academies is through the Admissions Team at home local authority, who manage the appeals process on behalf of the Learning Community Trust.

Parents/carers have the right to appeal against a decision to refuse admission to any school within the Trust. Appeals are heard by an independent appeals panel arranged by the local authority in accordance with the School Admissions Code.

Admission appeals are administered by the Local Authority. Parents/carers wishing to appeal a refusal of a place at one of these schools must follow the Local Authority's appeals process. Details of how to submit an appeal will be provided by the Local Authority in the decision letter and can also be found on the Local Authority's website

[Telford & Wrekin Council | Appeal against a school decision](#) - Telford and Wrekin

## Timelines and Procedure

Parents/carers who have appealed for a place will receive correspondence from the Local Authority Admissions Team explaining the process and timescales for appeals.