

Student Admissions Mainstream School Template Policy

TEAM Education Trust



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| Approved by: | Trust Board | Date: 14 October 2025 |
| Last reviewed on: | 7 October 2025 | |
| Next review due by: | December 2026 | |
| List of associated policies/documents: | School Admissions Statement (Appendix) | |
| NOTE - Changes to this policy will require Parent Consultation, and this policy must be consulted upon every 7 years if no changes have been made in the interim | | |

Version History

| Version | Date | Detail | Author |
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| 1 | 22.11.24 | New policy, to replace TEAM Student Admissions Policy | NRE/RWA |
| 2 | 07.10.25 | No amends | RWA/NRE |

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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 2022](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

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](#).

This policy complies with our Funding Agreement and Articles of Association.

3. 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

You have a legal right to request that a particular school or college (mainstream, special or resourced provision) is named in your child's EHCP. When the local authority first issue an EHCP, and also when your child is due to move to a new setting (e.g. from primary to secondary school), the local authority will ask which school you would prefer your child to attend. You can give more than one preference.

Once you have expressed a preference, the local authority must consult with the school or college and must name it in the EHCP, unless:

- it is unsuitable for the age, ability, aptitude or SEN of the child or young person, or
- the attendance of the child or young person would be incompatible with the efficient education of others, or the efficient use of resources. (The "efficient education of others" exception cannot be used in relation to mainstream schools or colleges if there are reasonable steps they could take to ensure inclusion).

Once a school or college is named in the child or young person's EHCP, that school or college must admit them. Exceptions apply for independent schools.

<https://www.localoffer.derbyshire.gov.uk/education-and-learning/school-admissions-for-children-with-send/school-admissions-for-children-with-send.aspx>

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

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.

We will follow our Local Authority process for requesting admissions outside of the 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 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 views of the Principal and senior leaders.

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 the LA policy ([Education outside the normal year group - Derbyshire County Council](#)), 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

6.1 Published admission number (PAN)

Stubbin Wood School in Shirebrook is a special school (Academy) with admissions managed by the [Derbyshire County Council Special Needs Section](#), rather than a fixed Published Admission Number (PAN) for general entry. Admissions are based on EHCP requirements

6.2 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 and 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 living in the normal area served by the school at the time of application and admission who have siblings attending the school at the time of application and admission. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
3. Children living in the normal area served by the school at the time of application and admission
4. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission
5. Other children whose parents have requested a place

When in the case of 2, 3, 4 or 5 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line distance) will be given preference.

6.3 Tie Break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the admission will be based on route measurement using a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within 2 metres. This measurement is taken from the postal address file, normally the house front door. For schools, the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools or the nearest gate or entrance for secondary phase schools.

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.

6.4 Waiting List

Applications received after the closing date will not be considered until all on-time applications have been processed.

6.5 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6.6 Fair Access

As a school we participate in Derbyshire'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 if applicable. 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 (see section 7).

6.7 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. The exception to this is where 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, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.8 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.9 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.

7. 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 will be admitted.

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. 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 section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

If your child has an education health and care plan (EHCP) you must contact the SEN team, email cs.sendadmin@derbyshire.gov.uk

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

- <https://www.derbyshire.gov.uk/education/schools/school-places/changing-schools/changing-schools.aspx>
- <https://www.teameducation.org/page/?title=Admissions&pid=89>

8. Appeals

If you disagree with the choice of school or college named in your child's EHCP (or other aspects of the plan), you can appeal to the SEN and Disability Tribunal. It is also advisable to contact the [Derbyshire SEND Service](#) to see if the disagreement can be resolved without having to go to tribunal.

9. Monitoring Arrangements

This policy template will be reviewed and approved by the Trust Governing Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.

Annually, the school will share the policy with the Local Authority no later than 28 February to confirm the arrangements for the student intake for the academic year commencing 18 months hence.