GREENSHAW
LEARNING TRUST

Greenshaw Learning Trust
Admissions Policy

The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

Policy Title	Admissions Policy	
Category	Trust Policy	
Responsible Officer	CEO - delegated to Head of Admissions	
Approved on	July 2026	
Minor technical or operational updates made	Marlene Francis	October 2026
Review Cycle and next approval date	Annual July 2027	
Monitoring arrangements	This policy will be reviewed every year, or sooner if required by statutory guidance updates. The implementation of this policy will be reviewed annually by the Headteacher.	
Associated Policies *Internal Policy Library* *Published GLT Policies* *For school policies please visit the school website*	• School Admissions Arrangements	
This Policy is based on or takes into account the following legislation and guidance	• School Admissions Code 2021 • School Admissions Appeal Code	

Greenshaw Learning Trust
Admissions Policy

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Greenshaw Learning Trust Admissions Policy

Scope & Applicability

- It is the responsibility of the Headteacher of each school, and the GLT CEO for the Trust Shared Service, to ensure that their school/service and its staff follow this Policy and all Policies and Procedures across the Trust.
- If there is any question or doubt about the interpretation or implementation of this Policy, the 'Responsible Officer' or the GLT CEO should be consulted.
- Unless otherwise stated, all Policies apply to all schools within the Trust, all Trust employees (including temporary and agency staff), all pupils, all trustees and committee members (including members of community committees), all volunteers, and all visitors and contractors
- This is a Trust Policy. The GLT Board of Trustees has approved a set of Trust-wide policies and procedures. A Trust-wide policy/procedure is a single policy/procedure that must be followed by all schools and services in the Trust.

Terminology

- The Trust means the Greenshaw Learning Trust (GLT).
- School means a school or academy within the Greenshaw Learning Trust.
- Headteacher means the headteacher, executive headteacher or principal of the school/academy.
- CEO means the chief executive officer of the Greenshaw Learning Trust.
- Trust Shared Service means the services, functions and staff of the Trust that are not contained within a school budget and/or are not the responsibility of a school Headteacher. With respect to the Trust Shared Service, references in this Policy to the responsibilities of the Headteacher should be read as the GLT CEO.
- Governance Colleague means Trustee or Community Governance Committee member
- Responsible Officer means the member of the Director Team to which responsibility for the management of the policy, procedure or statement has been delegated by the Board of Trustees
- Policy or Policies should be read as including any procedures, reports, templates, models, statements and schedules etc. as specified in the GLT Policy Schedule. Categories of Policy are defined in 'Scope and Applicability'
- Definitions specific to this Policy are detailed below

Introduction and Policy Statement

The Greenshaw Learning Trust, including all the schools and services within the trust, must abide by this Trust Admissions Policy.

This Trust Admissions Policy applies to all schools and service units in the Greenshaw Learning Trust and overrides any existing or school-approved policies where they differ.

For all schools in the Greenshaw Learning Trust the Trust is the admissions authority.

It is the responsibility of the Headteacher of each school to ensure that this Admissions Policy and the associated admission arrangements are adhered to by the school and its staff.

In implementing this Policy and associated arrangements the Headteacher and school staff must take account of any advice given to them by the GLT Head of Admissions, the Chief Executive Officer and Board of Trustees.

If there is any question or doubt about the interpretation or implementation of this Procedure, the GLT Head of Admissions or the Chief Executive Officer should be consulted.

Statutory requirements

Each school will have its own admission arrangements, and these arrangements must be in accordance with the School Admissions Code 2021, the School Admissions Appeal Code and this Policy.

- For schools in an academy trust, the Trust is the admissions authority.
- If a change is proposed to the admission arrangements, the admissions authority must consult on the proposed admission arrangements for a minimum period of 6 weeks between 31st October and 30th January.
- Where no changes to the admission arrangements are proposed, the admission arrangements must be consulted upon every 7 years.
- An increase in PAN does not in itself require consultation.
- The admission arrangements must be 'determined' by the admissions authority before 28 February of the year before the year in which they come into effect.
- Once determined, the admission arrangements must be notified and published before 15 March of the year before they come into effect, and remain 'published' for the whole of the school year in which offers are made.
- Objections to admission arrangements made after determination must be referred to the Schools Adjudicator by 15 May.

Greenshaw Learning Trust determination and review procedure

Each school in the Greenshaw Learning Trust will have its own admission arrangements that will be approved (determined) by the Board of Trustees.

The school's admission arrangements must be maintained and reviewed in accordance with this Policy and with the School Admissions Code 2021 and the School Admissions Appeal Code.

The school's Headteacher will coordinate their school's admission arrangements with the appropriate local scheme in cooperation with their home Local Authority and / or other local schools.

Where discretion is exercised in the application of the admissions criteria, the decision on whether or not to offer a place will be made as a joint decision of the GLT Head of Admissions and the school's Headteacher.

The admission arrangements must be reviewed annually in accordance with the following process and the GLT Admissions Arrangements Review Procedure. (Dates given **as an example** for admission arrangements for admission in September 2028.)

- The Headteacher must review the admission arrangements for 2028/29 in the summer term 2026 and consult with the GLT Head of Admission where any changes are proposed.
- The Board of Trustees must approve the proposed admission arrangements for 2028/29 before the end of October 2026.
- Where the admission arrangements have been changed, or after 7 years in which they have not been changed, the Trust will consult on them for a minimum period of 6 weeks between 31st October 2026 and 30th January 2027.
- The proposed admissions arrangements that have been consulted upon and the responses to the consultation must be reported to the Board of Trustees in January or February 2027.
- The Board of Trustees must determine the admission arrangements before 28 February 2027, even where no changes have been made.
- Once 'determined', the admission arrangements must be published on the school's website and the GLT website.

Where a school joins the Greenshaw Learning Trust with pre-existing determined admission arrangements they will apply until their first review, which will take place under this Policy.

Published Admission Number

The admission arrangements **must** state the Published Admission Number (PAN) for the school at each of Reception, Year 3, Year 7 and/or Year 12 as appropriate.

The Board of Trustees will set the Published Admission Number (PAN) for each relevant age group (Reception, Year 3, Year 7 and/or Year 12) at each school in the Trust each year.

The Trust must notify the school's Local Authority if it intends to increase the admission number. An increase in PAN does not in itself require consultation on the admission arrangements.

The Headteacher may admit above a school's PAN. Where a Headteacher intends to do so they must notify the GLT Head of Admissions and the school's Local Authority; but it does not constitute a change in PAN.

GLT school admission arrangements

The admission arrangements of each school in the Greenshaw Learning Trust must, for applications for each of reception, Year 3, Year 7 and/or Year 12 as appropriate:

i. Give a place to all children who have an Education, Health and Care Plan (EHCP) that names the school.
ii. Set out oversubscription criteria for each relevant age group that will be applied if there are more applications than places, and the order in which the criteria will be applied. Those criteria must be described in the arrangements, in order of priority, and in accordance with the Schools Admissions Code 2021 and this Policy.

The admission arrangements must describe arrangements for:

- Applications for a place in a nursery class (if applicable).
- Deferred entry arrangements for Reception.
- Applications for students outside of the normal age group.
- Sixth Form admissions.

- In-Year/Mid-term admissions.
- Waiting lists for where there are more applicants than places available, maintained in accordance with the oversubscription criteria.

The admission arrangements must explain:

- How to make an application and how offers are notified.
- The right of appeal and the appeals process.

Admissions - priorities and oversubscription criteria

The admission arrangements of each school in the Greenshaw Learning Trust must give priority for admission in accordance with this Policy as set out below.

Education Health and Care Plan (EHCP)
Students who have an Education Health and Care Plan (EHCP) that names the school will be allocated a place before other applicants are considered.
In this way, the number of places offered, as set out below will be reduced by the number of children with an EHCP that have named the school.

Oversubscription criteria
If the school receives more applications than there are places available, the following criteria will be applied in this order; with the exception of designated grammar schools who are permitted to select their entire intake on the basis of high academic ability (see section 7).

The highest priority must be given to Looked After Children and to previously Looked After Children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order (residency order) or special guardianship order, including those 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.

The next highest priority must be given to students who have an exceptional social and/or medical need, the admission arrangements must define how that need is to be evidenced. Applicants will be required to submit the Trust's Social and Medical Form and submit it directly to the Shared Services Admissions Team.

Applications will be assessed against the evidence and determined as a joint decision of the GLT Head of Admissions and the school's Headteacher.

a) The next highest priority must be given to children of permanent members of staff of the school.

b) The next highest priority must be given to students who will have a sibling at the school at the time of admission.

c) *Optional:* Priority may be given to pupils at a named feeder school or schools or a linked infants', junior or primary school, where those schools are selected on reasonable grounds.

d) *Optional:* Priority may be given to students living within a designated area / area of prime responsibility where such arrangements are agreed with the Local Authority and/or local

schools.

e) *Optional:* Where the school had arrangements in place in 1997/98 to offer a proportion of places on the basis of a selective eligibility test that may continue as a criterion, as long as the proportion of places allocated by selection does not exceed the lowest such proportion that has been used since 1997/98.

f) *Optional:* Where the school had arrangements in place in 2007/08 and every subsequent year to offer a proportion of places on the basis of aptitude, as defined in the Schools Admissions Code 2014, that may continue as a criterion, as long as no more than 10% of admissions are allocated on the basis of aptitude.

g) *Optional:* Priority may be given to children eligible for pupil premium, and also children eligible for the service premium. The arrangements should clearly define the categories of eligible premium recipients to be prioritized and how evidence must be provided.

h) Any remaining places will be offered in order of proximity, based on the straight-line distance from the centre of the students' home address to the school's defined 'admissions node' or 'nodes'. The primary node will normally be the main entrance to the school site or the school building; an alternative or additional admissions node may be defined at an appropriate and recognisable geographical location. The distance will be calculated using the home Local Authority's computerised system.

The inclusion in a school's admission arrangements of any of e), f), g), h), i) and/or j), and/or of an alternative or additional admissions node in j), or any other criterion, will require prior consultation with the GLT Head of Admissions and approval from the Board of Trustees.

If PAN is reached within any of the criteria a) to h), then places will be offered in accordance with the distance criteria at 3.2 i.

Tie breaker

The admission arrangements must include a tie-breaker of the form:

> Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school and there is only one place remaining, the child to be offered a place will be selected by the drawing of lots. Lots will be drawn by a senior officer of the Greenshaw Learning Trust shared service who is independent of the school's admissions process.

Definitions

Throughout this Policy and in the admission arrangements of Greenshaw Learning Trust schools, the following definitions apply.

a) Looked After Children:

Schools must use the definition set out by their home Local Authority.

b) Parent:

Parent refers to the person with 'parental responsibility' for the child or the child's designated carer. Where the applicant is not the natural birth parent this should be indicated on the application form.

c) Sibling:

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, or the child of the parent's partner, as well as children who are brought together as a family by a same-sex civil partnership. In every case, the child must be living in the same family unit as their sibling, at the same address, Monday to Friday, at the time of the application.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

Cousins or children of friends living with their parents in the same household are not included.

Where the Local Authority specifies that parents must apply to be added to a waiting list, parents must send written notification after National Offer Day to the Local Authority to request for the names of the children who were unsuccessful to be added to the school's waiting list within the time frame specified.

Siblings in Year 6 at the time of an application to start Reception will not qualify as a sibling.

Where a sibling is in Years 11 or 12 at the time of application to start Year 7, they will be deemed as being in the school at the time of admission, unless the parent has specifically stated that they will not be continuing into the following academic year.

NOTE: Schools with nursery classes must set out the definition of a sibling within their criteria.

d) Staff:

Priority for children of permanent members of staff of the school.

Where;

- The member of staff has been employed *at name of school* for two or more consecutive years at the time at which the application for admission to the school is made; or
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) Home address:

The address on the application must be the child's permanent place of residence. The address will normally be the parents' address. It should not be a business or carer's/childminder's address. It should also not be a relative's address unless the child lives at that address as their normal place of residence. Parents must not use a temporarily rented address to secure a school place for their child if they still possess or rent a property previously used as a home address. Nor will a temporary address be accepted if we believe that the temporary address is being used solely for the purpose of obtaining a school place when an alternative address is still available to that child.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received by the closing date for applications, then if the residence is not split equally between both parents the home address will be determined to be the address where the child spends the majority of the school week; if residence is split equally between both parents the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks will be conducted by the home Local Authority. Where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September of the year of entry; this address must not be an address of convenience. Where a linked address is not available, the overseas address will be used to determine the home to school distance.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, who do not currently live in the area, a Unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

f) Distance:

Distance is the straight-line distance, calculated using the computerised system of the school's Local Authority.

Applications

Nursery

Applications for admission to nursery must be made directly to the school.

Children will be eligible for consideration for entry to nursery from the term after their third birthday.

The admission arrangements must state how and when applications should be made.

> *Model:*
> Applications must be made on a form that can be obtained from the school office or via the school's website XXXXXXX.

When the nursery is over-subscribed, applications will be prioritised in accordance with the oversubscription criteria at section 3, in the following age bands in this order:

1. Children who have reached the age of 3 years before 1 September of the year before admission.
2. Children who have reached the age of 3 years between 1 September and 31 December of the year before admission.
3. Children who have reached the age of 3 years between 1 January and 31 March of the year of admission.

Attendance at the school's nursery does not give priority for a place in the school's Reception class.

There is no right of appeal against a decision not to offer a nursery place.

Reception/Year 3

Applications for admission to primary schools are made in January of the year of admission, using the Common Application Form of the parents' home Local Authority.

The admission arrangements must state how and when applications should be made.

> *Model:*
> ***School name*** is part of ***Local Authority's name*** Co-ordinated Admissions Scheme. Applications for admission to Reception at ***name of school*** must be made in January of the year of admission, to the child's home ***Local Authority*** on their Common Application Form, and naming ***name of school*** as a preference on the form.
>
> The Common Application Form must arrive no later than 15 January.

Attendance in a nursery or children's centre attached to the school does not give priority for a place in the Reception class of that school, and a separate application must be made for entry into a Reception class.

Deferred entry (Reception)

Where a child is offered a place at the school, the child is entitled to a full-time place in September following the child's fourth birthday.

Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school for which it was made.

Parents may wish their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

To request a deferred admission, parents must apply for a place during the standard application process timeline for their child's chronological age group. Parents should seek guidance on the application process from their home Local Authority.

Parents should contact the Headteacher to discuss their request.

Applications for students outside of the normal age group

Secondary Schools

Students are normally educated in school with others of their age group. However, parents may request that their child is exceptionally admitted to an age group outside of the child's actual age.

The decision will be made based on whether or not the child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering in which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Decisions will be made 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.

Parents may wish to include evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date in the normal way. The request for later admission should accompany the submission of the Common Application Form to the home Local Authority. This enables the application to be processed and a school place secured in the child's actual age group if the request for admission to an age group below the child's actual age is refused.
The decision will be made as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

Infant / Primary Schools

Children are normally educated in school with others of their age group. However, parents may request that their child is exceptionally admitted to an age group outside of the child's normal age group.

The decision will be made based on whether or not the child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering in which year group these needs can best be met.

Decisions will be made 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.

Parents may wish to provide evidence to support their request for education outside of the normal age group if they wish to do so. However, this is not a requirement and where evidence

does not already exist, parents are not required to provide it. All requests will be considered, with or without evidence.

The decision will be made as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

Parents may request for their child to be held back a school year (to start school in the September after their fifth birthday) if the following both apply;

- They were born in the summer (1 April to 31 August).
- Parents do not think they are ready to start school in the September after they turn 4.

Parents requesting admission to an age group below the child's actual age should submit a Common Application Form to the home local authority for the child's correct age group before the relevant closing date in the normal way.

The request for later admission should accompany the submission of the Common Application Form. This enables the application to be processed and a school place secured in the child's actual age group if the request for admission to an age group below the child's actual age is refused or if the parent changes their mind.

For in-year admissions, any application for education out of the normal age group should state the reasons for the request and the year group being applied for. The admission authority will then consider the request as above.

Once a decision has been made to educate a child outside of their normal year group, the child will normally be educated outside of their normal year group for the remainder of that school phase. However, the Headteacher is responsible for determining if this remains the case.

Parents must make a new request to continue education outside of the normal age group at any phase transfer i.e. transfer from infant to junior school or from primary to secondary school.

Year 7

Applications for following year admissions to secondary schools are made in October, using the Common Application Form of the parents' home Local Authority.

The admission arrangements must state how and when applications should be made.

Model:
School name is part of ***Local Authority's name*** Co-ordinated Admissions Scheme. Applications for admission to Year 7 at ***name of school*** must be made in October of the year before admission, to the child's home ***Local Authority*** on their Common Application Form, and naming ***name of school*** as a preference on the form.

The Common Application Form must arrive no later than 31st October.

Year 12 / Sixth Form admissions

Applications for Sixth Form must be made directly to the school.

The admission arrangements must state the total number (PAN) of places available in Year 12 for both internal and external students; the minimum requirement for entry to the Sixth Form; and how and when applications should be made.

The application process must be clearly set out in the Sixth Form prospectus and made freely available to all students on request and on the school website.

Model:
Year 11 students currently studying at ***name of school*** and students in the appropriate age range studying elsewhere may apply to join the Sixth Form.

All prospective candidates will be given, on request, the appropriate information related to courses and the process of application. Where assistance is requested in regard to the completion of the application it will be provided.

If a candidate has attained grades that meet the minimum requirements for a course they will be offered a place in the Sixth Form.

If a course is deemed to be full, the decision as to which students will be offered a place on that course will be made on the basis of the academic qualifications that the student currently holds.

Late applications

The admission arrangements must describe the procedure for late applications, as determined by the home Local Authority.

Notification and acceptance of offers

The admission arrangements must outline the process and timetable for the notification and acceptance of offers

Model:
Notification of offers for admission ***to Reception, Year 3 and Year 7*** will be sent to parents by their home Local Authority. Offers are made by the home Local Authority on or about 1 March [for secondary schools] / on or about 16 April [for primary schools]. Parents must follow the Local Authority guidance for the acceptance of offers of a place by the closing date as stated in the offer letter.

Notification of offers for admission ***other than to Reception and Year 7*** will be sent to parents by the school. Written acceptance of the offer of a place must be sent to the school to be received by the closing date as stated in the offer letter.

An offer found to have been gained fraudulently may be withdrawn. This may also be the case after the child has started at the school.

Waiting lists

If the school is oversubscribed a waiting list will be held for Reception / Year 7 until 31st December.

Parents wishing to remain on the waiting list after 31st December should write to the school by 31st December stating their wish and providing their child's name, date of birth and the name of their current school.

The waiting list will be prioritised according to the school's oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

Croydon Schools

If the school is oversubscribed a waiting list will be held for Reception / Year 3 / Year 7 until 31st December.

The waiting list will be cancelled on 31st December. Parents must re-apply by submitting a new in-year application after this point.

In-year / mid-term admissions

The admission arrangements must state how applications should be made and how the form can be obtained – including on the school website, and the address it should be returned to. Paper copies must be made available.

> *Model:*
> *If applications are managed by the school:* To apply for a place at ***School name*** other than at the specified dates of entry, parents should contact the school to obtain the In-Year Admission Form. The In-Year Admission Form should be completed and returned to the school.
>
> *If the school is part of a LA scheme:* ***School name*** is part of ***Local Authority's name*** Co-ordinated Admissions Scheme for In-Year / Mid-Term Admissions. Applications for admission other than at the specified dates of entry, must be made to the ***Local Authority in which the school is situated*** on an In-Year application form. If you wish to apply for a place at ***name of school***, you must name the school as one of your preferences on the application form.

Where there are more applicants than places available, the school will maintain a waiting list according to the oversubscription criteria shown in Section 3 and without regard to the date the application was received or when a child's name was added to the waiting list.

Positions on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have a greater priority for a place against the school's admission criteria; for example, when new families move into the area or when other families who had not previously named ***name of school*** as a preference, ask to go on the waiting list after the initial allocation date.

If In-Year waiting lists are cancelled the admission arrangements must state when lists will be cancelled and if parents are required to submit a new In-Year application.

Appeals

The admission arrangements must state the process and deadlines for submitting an appeal as determined by GLT Head of Admissions.

Parents have a statutory right of appeal against the decision not to offer a place at a school at Reception, Year 3, Year 7 or Year 12, under the School Standards & Framework Act 1998.

If a student is refused admission to the 6th form, parents and the student have the right to appeal either jointly or separately; if an appeal is lodged by both, both appeals will be heard together.

Appeals will be heard by an independent appeals panel established by the Greenshaw Learning Trust to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child.

Parents wishing to appeal must submit a completed Appeal Form which can be found here*:* ***https://www.greenshawlearningtrust.co.uk/***

Designated Grammar Schools

Where arrangements for pupils are wholly based on selection by reference to ability and provide for only those pupils who score highest in any selection test to be admitted, no priority needs to be given to looked after children or previously looked after children.

Where admission arrangements are not based solely on highest scores in a selection test, the admission authority must give priority in its oversubscription criteria to all looked after children and previously looked after children who meet the pre-set standards of the ability test.

In all cases, applicants must have met the required pass mark set by the school in the Entrance Examination to be considered for a place.

The highest priority must be given to Looked After Children and to previously Looked After Children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements order (residency order) or special guardianship order, including those 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) *Optional:* Priority for children of permanent members of staff of the school.
b) *Optional:* Pupil Premium
c) *Optional:* Postcode

Tie Breaker

In the event two or more applicants have the same rank order and where the admission would exceed the number of places available, places will be allocated in the order of the home to school distance measured in a straight line distance using the Local Authority's Geographical Information System.

Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school and there is only one place remaining, the child to be offered a place will be selected by the drawing of lots. Lots will be drawn by a senior officer of the Greenshaw Learning Trust Shared Service who is independent of the school's admissions

process.

Definitions

The following definitions apply;

a) Looked After Children:

Schools must use the definition set out by their home Local Authority.

b) Parent refers to the person with 'parental responsibility' for the child or the child's designated carer. Where the applicant is not the natural birth parent this should be indicated on the application form.

c) Staff:

Priority for children of permanent members of staff of the school.

Where;

- The member of staff has been employed at *School Name* of school for two or more consecutive years at the time at which the application for admission to the school is made; or
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

d) Pupil Premium:

Students who are eligible for Pupil Premium funding at the time of registration for the Selective Eligibility Test.

e) Home address:

The address on the application must be the child's permanent place of residence. The address will normally be the parents' address. It should not be a business or carer's/childminder's address.

It should also not be a relative's address unless the child lives at that address as their normal place of residence. Parents must not use a temporarily rented address to secure a school place for their child if they still possess or rent a property previously used as a home address. Nor will a temporary address be accepted if we believe that the temporary address is being used solely for the purpose of obtaining a school place when an alternative address is still available to that child.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received by the closing date for applications, then if the residence is not split equally between both parents the home address will be determined to be the address where the child spends the majority of the school week; if residence is split equally between both parents

the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks will be conducted by the home Local Authority. Where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September of the year of entry; this address must not be an address of convenience. Where a linked address is not available, the overseas address will be used to determine the home to school distance.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, who do not currently live in the area, a Unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

d) Distance:

In the event two or more applicants have the same rank order and where the admission would exceed the number of places available, places will be allocated in the order of the applicant's home to school distance.

Distance is the straight-line distance, calculated using the computerized system of the school's Local Authority.

Year 7

Applications for following year admissions to secondary schools are made in October, using the Common Application Form of the parents' home Local Authority.

The admission arrangements must state how and when applications should be made.

> *Model:*
> ***School name*** is part of ***Local Authority's name*** Co-ordinated Admissions Scheme. Applications for admission to Year 7 at ***name of school*** must be made in October of the year before admission, to the child's home ***Local Authority*** on their Common Application Form, and naming ***name of school*** as a preference on the form.
>
> The Common Application Form must arrive no later than 31st October.

Year 12 / Sixth Form admissions

Applications for Sixth Form must be made directly to the school.
The admission arrangements must state the total number (PAN) of places available in Year 12 for both internal and external students; the minimum requirement for entry to the Sixth Form; and how and when applications should be made.

The application process must be clearly set out in the Sixth Form prospectus and made freely available to all students on request and on the school website.

Notification and acceptance of offers

The admission arrangements must outline the process and timetable for the notification and acceptance of offers

> *Model:*
> Notification of offers for admission ***Year 7*** will be sent to parents by their home Local Authority. Offers are made by the home Local Authority on or about 1 March for secondary schools. Parents must follow the Local Authority guidance for the acceptance of offers of a place by the closing date as stated in the offer letter.
>
> Notification of offers for admission ***other than to Year 7*** will be sent to parents by the school. Written acceptance of the offer of a place must be sent to the school to be received by the closing date as stated in the offer letter.

An offer found to have been gained fraudulently may be withdrawn. This may also be the case after the child has started at the school.

Waiting lists

If a student is eligible to be considered for a place at the school but has not been offered a place, then the student's details will be placed on a waiting list until the end of December after the first term in Year 7 at secondary school. The ranked waiting list will be prioritised according to the school's oversubscription criteria. If a place becomes available between March and December of the offer year, the next eligible student on the ranked waiting list will be offered a place without having to sit a further Entrance Examination.

The ranked waiting list will be cancelled on 31st December and students wishing to be considered for a place must submit an In-Year application to be considered for any future vacancies.

In-year / mid-term admissions

The admission arrangements must state how applications should be made and how the form can be obtained – including on the school website, and the address it should be returned to. Paper copies must be made available.

> *Model:*
> *If applications are managed by the school:* To apply for a place at XXXXXX school other than at the specified dates of entry, parents should contact the school to obtain the In-Year Admission Form. The In-Year Admission Form should be completed and returned to the school.
>
> *If the school is part of a LA scheme:* ***School name*** is part of ***Local Authority's name*** Co-ordinated Admissions Scheme for In-Year / Mid-Term Admissions. Applications for admission other than at the specified dates of entry, must be made to the ***Local Authority in which the school is situated*** on an In-Year application form. If you wish to apply for a place at ***name of school***, you must name the school as one of your preferences on the application form.

Where a vacancy arises in the required year group ALL students on the waiting list (in the relevant year group) will be invited to the school to sit an entrance test. Entrance tests will only be organised if a vacancy arises.

Success in the Entrance Examination does not guarantee an offer of a place; the school's published oversubscription criteria will be applied to successful candidates.

It is not possible for students to sit an Entrance Examination twice for the same academic year of entry.

Appeals for Designated Grammar Schools

The admission arrangements must state the process and deadlines for submitting an appeal as determined by GLT Head of Admissions.

Parents have a statutory right of appeal against the decision not to offer a place at a school at Reception, Year 7 or Year 12, under the School Standards & Framework Act 1998.

If a student is refused admission to the 6th form, parents and the student have the right to appeal either jointly or separately; if an appeal is lodged by both, both appeals will be heard together.

Appeals will be heard by an independent appeals panel established by the Greenshaw Learning Trust to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child.

Parents wishing to appeal must submit a completed Appeal Form which can be found here*:* ***https://www.greenshawlearningtrust.co.uk/***