

# ADMISSIONS POLICY 2025-2026

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<b>Acknowledged by Local Governing Committee/s:</b>	Haywood n/a	Trentham	Mill Hill n/a	Smallthorne n/a

## VERSION CONTROL

Version No:	Type of change	Date	Revisions from previous version
1.1	Annual review	Sept 2022	Reviewed and confirmed by Academy Lead correct
1.2	Annual review	Feb 2023	Reviewed, no changes
1.3	Annual review	Sept 2023	Dates changed 20 25/26 Section 3.2.a date change Section 3.4.b.iii - updated to Academy

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## 1. STATUS

- a. Statutory.

## 2. GENERAL PRINCIPLES AND ETHOS

- a. Trentham Academy is a member of the City Learning Trust. Trentham Academy is a mixed, non- denominational Academy situated on the outskirts of Stoke-on-Trent. Trentham Academy has a strong sense of community where every individual is valued. We are highly ambitious and work together to ensure everyone has the opportunity to lead fulfilling lives. Our ethos reflects the belief that excellence in educational achievement comes from developing the whole person. At the core of our community are the values of respect, optimism, integrity and responsibility.
- b. The Academy will also endeavour to provide places for students who live outside the Trentham and surrounding area whose parents wish them to attend Trentham Academy.
- c. Students will be admitted at the age of 11+ without reference to ability or aptitude.
- d. The Academy participates in the Local Authority Co-ordinated Scheme operated by Stoke-on-Trent City Council and all deadlines within that scheme should be adhered to by applicants. Details of the Co-ordinated Scheme can be found below.
- e. This policy is written having due regard to the Schools Admissions Code 2021("the Code").

## 3. APPLICATION PROCEDURE

- a. Applications should be made on-line, or using the Common Application Form (CAF) which will be made available by the Local Authority. Applications must be made direct to the Local Authority by the deadline 31<sup>st</sup> October of the year preceding admission.
- b. Families living outside of Stoke-on-Trent should apply through their home Local Authority.
- c. All places will be offered through the secondary Co-ordinated Admissions Scheme, on behalf of the Governing Body. Allocations will be notified by the applicant's home Local Authority in accordance with their procedures.

### 3.1 Stoke-on-Trent City Council Coordinated Scheme

- a. Stoke-on-Trent City Council manages admissions to secondary schools for all the children who live in the City of Stoke-on-Trent and it uses an equal preference system. Parents / carers are asked to name five schools as preferences. Their preferences may include community schools, voluntary aided schools, foundation schools, trust schools or maintained schools in other local authority areas. Parents / carers may not name independent schools.
- b. The Academy is its own admissions authority.
- c. Every admissions authority publishes its own admission arrangements and will consider each preference for individual schools in accordance with those arrangements. When it has received all applications for places for the schools in Stoke-on-Trent, the Local Authority will forward all applications, which name Trentham Academy as one of the preferred schools, to the Academy governors. The governors will then categorise the applications into groups as determined by the over-subscription criteria described in paragraph 2.3.
- d. The Local Authority will then offer each child a place at their highest preference school for which they are eligible.
- e. If the child is not eligible for a place at any school which the parents have named as a preference, the Local Authority will allocate a place at the nearest appropriate school where there are places available after all other parents' preferences have been met.

### 3.2 Published Admission Number

- a. The determined Published Admission Number (PAN) for 2025/2026 is 150 and is based on the funding agreement, signed when Trentham became an Academy.
- b. Admission Figures will be subject to Annual Review.

### 3.3 Special Education Needs

- a. Under the Code, the Academy must admit children with an Education, Health and Care Plan that names the Academy. This requirement is not part of the over-subscription criteria below. The Academy must admit such children whether it has places or not.

### 3.4 Over-subscription Criteria

- a. Where the number of applications exceeds the number of places available (the Published Admission Number), the Governing Body will use the following over-subscription criteria to determine those applicants to be offered a place;
- b. Trentham Academy Governors will prioritise places in the following order:
  - i. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those 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.
  - ii. Children who have older brothers or sisters/siblings at the school at the time that they will start.
  - iii. Children who attend one of our feeder primary schools, Priory CE Academy and Ash Green Primary Academy.
  - iv. Children who satisfy the following:
    - They are distinguished from the great majority of applicants either by medical or by other exceptional circumstances which relate to the choice of school i.e. the circumstances of the child;
    - They would suffer hardship if they were unable to attend the preferred school (hardship means suffering of any kind). See Appendix A
  - v. They are the child of a member of staff of the school. See Appendix B
  - vi. Children who live nearest to the Academy as determined by a straight line measurement from the child's home address point to the Academy entrance on Allerton Road.
- c. If the last eligible child is a twin, triplet or child of any other multiple births, the Governors will allocate places to the siblings even if that means exceeding the admission number.

### 3.5 Definition of Older Brothers or Sisters

- a. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
  - i. A brother or sister sharing the same parents
  - ii. A half-brother or half-sister, where two children share one common parent
  - iii. A step-brother or step-sister, where two children are related by a parents' marriage or Civil Partnership or where they are unrelated but their parents are living as partners.
  - iv. Adopted or fostered children
- b. The Academy does not include Cousins within the definition of a sibling.

### 3.6 Home Address

- a. Proof of residence may be required under the Co-ordinated Scheme. The offer of a place may be withdrawn if proof of residency is not met.
- b. A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided on the Application. Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided on the Application, provided that the child resides at that address for any part of the school week. Parents may be requested to supply documentary evidence to satisfy that the child lives at the address put forward by the parents. If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

### **3.7 Waiting Lists**

- a. Under the Co-ordinated Scheme, the Academy and LA will maintain a waiting list until the end of the Autumn Term.
- b. The school will continue to maintain a waiting list for subsequent terms. Applications for inclusion on a waiting list must be made on the school's appropriate form and they will be ranked according to our over-subscription criteria as described in paragraph 2.3.
- c. We also maintain waiting lists for all 'full' year groups.

### **3.8 In Year Admissions**

- a. Admissions for all year groups will be dealt with in accordance with this policy. Applications must be made in writing to the Academy using a form obtainable from Reception. If the transfer request is not related to a change of address, the form must be signed by the child's present Headteacher. Governors will take each admission on an individual basis; a place will be allocated providing it does not prejudice the education of others.

### **3.9 Appeals**

- a. If you are not offered a place at our Academy, you have the right to appeal to an independent panel. Trentham Academy uses the Local Authority appeals service Full details and relevant deadlines can be found on the Stoke City Council website at [https://www.stoke.gov.uk/info/20033/school\\_admissions/152/when\\_can\\_i\\_appeal\\_my\\_childs\\_school\\_place](https://www.stoke.gov.uk/info/20033/school_admissions/152/when_can_i_appeal_my_childs_school_place)
- b. All appeals should be heard by the same panel and it is difficult to slot in late applications. If you are in any doubt, please contact the school and we will send you a copy of the appeals form.

## **4. MONITORING ARRANGEMENTS**

- a. This document will be reviewed annually, but may be reviewed and updated more frequently if necessary.

## **5. LINKS WITH OTHER POLICIES**

- a. None.

## **APPENDIX A**

### **Medical Need and Hardship**

- a. Medical grounds must be supported by documentary evidence from at least one consultant, medical practitioner or other social care professional. The evidence should set out the particular reasons why Trentham Academy is the most suitable Academy and the difficulties/hardship that would be caused if the child had to attend another school.
- b. The evidence must be obtained by the applicant and sent directly to the Academy at the point of application; higher priority will not be given to children under this criterion if required documents have not been produced.
- c. A subgroup of the governors will consider each such case on individual merit and make objective and consistent decisions.

## **APPENDIX B**

### **Children whose parent(s) work at the Academy**

- a. This criteria will be applied in the case of a member of staff who has either:
  - i. been employed by the Academy for at least two years before the application, or
  - ii. been recruited to fill a vacant post for which there is a demonstrable skill shortage
- b. It relates to the parent of a child who shares a 'home address' as above. The definition of 'parent' will include:
  - i. The natural parent of a child
  - ii. A step parent or adoptive parent
- c. A person living as the partner of the child's natural parent (as part of a civil partnership or otherwise).