

<b>Title</b>	<b>Admissions Policy 2025-26</b>
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>• Equal Opportunities</li> <li>• Accessibility Plan</li> </ul>

**REVIEWED: NOVEMBER 2023**

**NEXT REVIEW: NOVEMBER 2024**

## 1. Policy Statement

- 1.1 The Brooke Weston Trust is the admission authority for all its academies. This policy sets out the admission arrangements for all its academies.
- 1.2 The Brooke Weston Trust will consider all applications for places at each of its Academies in line with this policy. Where fewer applications are received than the published admission number, the individual named Academy will offer places to all those who have applied.

## 2. Who does this policy apply to?

- 2.1 All persons applying to one of the Brooke Weston Trust Academies.
- 2.2 Those persons with delegated authority to make decisions on admissions in line with this policy.

## 3. Who is responsible for carrying out this policy?

- 3.1 Brooke Weston Trust is responsible for the operation of this policy.

## 4. What are the principles behind this policy?

- 4.1 The Brooke Weston Trust is committed to ensuring that the intake for each of its academies services the local area.
- 4.2 The admission arrangements determined by the Brooke Weston Trust are in accordance with the statutory framework currently set out in the School Standards and Framework Act 1998 (and regulations made thereunder) and the School Admissions Code (2021).

## 5. Procedures - The Admission of Pupils to Brooke Weston Trust Academies

### General

- 5.1 The Trust will adhere to each Local Authority’s (LA) coordinated scheme which can be found on the relevant authority’s website.
- 5.2 The Brooke Weston Trust will act in accordance with and will ensure that each of the Independent Appeal Panels is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to academies and with equalities law and the law on admissions as they apply to academies. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Brooke Weston Trust.
- 5.3 Notwithstanding the generality of paragraph 5.1 the Brooke Weston Trust will participate in the coordinated admission arrangements operated by the LA (Local Authority) for the specified area and the local in-year fair access protocol.

## Procedure for Admitting Pupils

5.4 The Brooke Weston Trust has agreed admission numbers for each of its Academies for each of the years for admissions. The published admission numbers for each academy are set out in the appendices.

### 5.4.1 Nursery (if applicable)

- Where the Brooke Weston Trust operates nursery provision, they will specify the number of places available in that nursery per session e.g., each morning and each afternoon.
- Places per session will be offered as either full or part time.
- All places will be 'free places' i.e., free for one session (3hrs is one session).
- Children are admitted from the September of the school year when they will become three.

**NB: Attendance at the Nursery does not guarantee admission to the Primary Phase of the particular Academy.**

### 5.4.2 Reception Class

- A separate application must be made for admission to the reception intake.
- Reception Class is defined in the Schools Admissions Code as *"a class in which education is provided which is suitable for children aged 5 and any children who are under or over 5 whom it is expedient to educate with pupils of that age."*
- Admissions to Reception classes at each of the relevant primary Academies are made in the September following the child's fourth birthday. A child must start the term after they are five.
- Applications for a Reception place must be done in accordance with the coordinated scheme, but applicants (e.g., parents of Summer born children) in receipt of an offer may defer entry until later in that school year but not beyond the point the child reaches compulsory school age or the beginning of the final school term in the school year in which the request was made.
- Each Academy shall, where applicable, consider applications from children from multiple births as 'excepted pupils' with regards to the infant class size duty.

### 5.4.3 Years 7-11

Each of the Academies has stated their published admissions number in the following appendices. Their oversubscription criteria directly relate to the named Academy.

### 5.4.4 Post 16 (if applicable)

- Most of the secondary Academies have the capacity to accept pupils in the Sixth Form (see Appendices). Each Academy has a published admission number which represents the external number of candidates that it will admit. In such circumstances, each Academy will apply the same academic entry requirements as it does to pupils already on roll in the Academy.
- In any specific year, the Brooke Weston Trust may determine that in respect of any of its academies it is able to admit pupils above the published admission number for that academy. Where such a determination is made, the Brooke Weston Trust will notify the relevant local authority.

## Process of Application

### 5.5 Normal admission round

Arrangements for applications for places at any of the Brooke Weston Trust Academies will be made in accordance with the local LA's coordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant LA.

5.6 The Brooke Weston Trust will use the relevant LA's timetable for applications to the individual Academies each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within the LA.

### 5.7 In-year admissions

For admissions outside of the normal admissions round or for year groups which are not the normal points of entry (in-year admissions), parents may apply for a place at any of the Brooke Weston Trust academies.

5.8 The LA is responsible for administering any in-year applications for places at any of the Brooke Weston Trust Academies outside of the normal admission round. Applications must be made on the Common Application Form provided and administered by the relevant LA. Brooke Weston Trust will process applications in accordance with the timescales as set out in the School Admissions Code.

## Consideration of Applications

5.9 The Brooke Weston Trust will consider all applications for places at the named Academy. Where the number of applications does not exceed the published admission number for the individual academy, the Trust will offer places to all those who have applied, either during the normal admissions round or as an in-year application.

5.10 Although most children will be admitted to the Academy within their own age group, Brooke Weston Trust will consider requests from parents for their child(ren) to be educated outside of their normal age group. Parents are advised to contact the Trust to discuss such a request and submit any relevant evidence with their formal application. The decision whether to offer a place out of year group rests with the Trust and decisions will be taken in line with the School Admissions Code. Parents will have a right of appeal if a place is refused at the academy. Parents do not have a right of appeal if a place is offered in a year group other than the year group for which they applied.

## Waiting Lists

5.11 The Brooke Weston Trust will operate waiting lists for each of its academies. The waiting list will be administered by the LA on behalf of each individual academy, and it will be open for any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

5.12 *Not Used.*

5.13 Places which become available are filled from the Academy's In-Year Waiting List in accordance with the oversubscription criteria.

5.14 Parents/carers must reconfirm they wish their child to remain on the waiting list within one week of the start of each new academic term. Failure to do so may result in removal from the waiting list.

## Admissions Appeals

5.15 In the event of a place not being allocated, there is a right of appeal to an Independent Appeal Panel. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department for Education (DfE). The determination of the Appeal Panel will be binding on all parties.

- 5.16 The Academy will prepare guidance for appellants about how the appeals process will work and will provide appellants with a named contact who can answer any enquiries appellants may have about the process. Before deciding to appeal, visit the LA's website to find out if a satisfactory alternative school may be available and read the information regarding appeals.
- 5.17 As per the Schools Appeals Code (paragraph 12, 5.1) appellants do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances.
- 5.18 **Oversubscription Criteria** (if applicable)  
Where the number of applications for admission is greater than the published admission number, applications will be considered against the oversubscription criteria set out in the appendices attached for each of the Trust schools. After the admission of pupils with an EHC Plan where the individual Academy is named as the appropriate provision, the criteria will be applied in the order in which they are set out within those appendices.

### Common terms/definitions

- 5.19 The Brooke Weston Trust has adopted a number of key definitions that apply across the oversubscription criteria in its academies. In order to assist understanding of the admission arrangements, the key terms are set out below:

5.19.1 **Looked After Children and all previously Looked After Children**

- A Looked After Child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see section 22(1) Children Act 1989) at the time of making an application to a school.
- A previously Looked After Child is a child who was looked after but ceased to be so because the child was adopted (under the Adoption Act 1976 or Adoption and Children Act 2002) or become the subject of a child arrangements order (section 8 Children Act 1989) or a special guardianship order (section 14A Children Act 1989).
- A previously Looked After Child is a child who appears to the Admission Authority to have been in state care (i.e., in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted.

Evidence from the relevant social services department may be requested to determine eligibility under this criterion.

5.19.2 **Home address**

- Where a child lives or their "home address" will be determined at the time of application. The child's home address is defined as the address at which the child normally resides with their parent/carer.
- If a child lives with their separated parents for different parts of the week, the Trust will treat their home address as the place the child sleeps for the majority of the school week. If the child spends equal periods at the two addresses, the parents must agree to nominate one address to be taken as the home address.

- Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Trust reserves the right to seek further documentary evidence to support your claim to residence. The Trust will withdraw any place allocated if the address is found to be false.

#### 5.19.3 **Sibling link**

A sibling link will arise where one of the conditions in each of A and B are satisfied.

##### **Condition A**

- A brother or sister living at the same address, who shares the same parents;
- A half-brother or half-sister living at the same address, where two children share one common parent;
- A step brother or step sister living at the same address, where two children are related by a parent's marriage;
- Adopted or fostered children living in the same household.

##### **Condition B**

For the sibling link to apply, one of the siblings must be a registered pupil at the named Academy at the time of application and is expected to remain on roll at the point of admission.

##### **Additional Sibling Link Information**

Although the definition of "Sibling" does not specify whether the Sibling should be younger or older, it should be noted that for admissions to the primary or secondary phases of education, the sibling link will only be valid where the older sibling is on roll at the academy at the time of application and is expected to be still on roll at the time of admission. For post-16 applicants only, the sibling link can arise where there is an older or younger sibling at the named Academy at the point of application and expected to be on roll at the point of admission.

#### 5.19.4 **Children of Staff**

To qualify under this criterion, the staff member must be a 'direct employee' for the Academy in which they are working. This includes any member of staff (teaching or non-teaching) with two years continuous employment with the school or seasonal employment totaling two years. Staff contracted in to provide services to the school do not count as 'direct employees'. For the purposes of this criterion, 'children of staff' is taken to include a son, daughter or step-son/daughter, or child who is adopted or fostered or for whom a special guardianship order is in place, in all cases providing they are living at the same address as the parent who is employed by the school. Parents/carers will be required to submit evidence that they are eligible for this criteria. This will also include evidence to support living arrangements.

#### 5.19.5 **Late applications**

Late applications are applications for entry in a relevant age group (reception or year 7) which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day.

## 6. Policy Review

- 6.1 This policy will be monitored as part of the Academy's annual internal review and reviewed on an annual cycle or as required by legislature changes.

## Appendices

### Primary Schools

- [Beanfield Primary School](#) Appendix 1
- [Gretton Primary Academy](#) Appendix 2
- [Compass Primary Academy](#) Appendix 3
- [Oakley Vale Primary School](#) Appendix 4
- [Peckover Primary School](#) Appendix 5
- [Thrapston Primary School](#) Appendix 6

### Secondary Schools

- [Brooke Weston Academy](#) Appendix 7
- [Corby Business Academy](#) Appendix 8
- [Corby Technical School](#) Appendix 9
- [Kettering Science Academy](#) Appendix 10
- [Thomas Clarkson Academy](#) Appendix 11



## APPENDIX 1 – Beanfield Primary School

*The published admission number for the school for the mainstream reception intake from September is 90. This does not include places in the school's specialist provision which must be applied for directly in consultation with the EHC SEN team at North Northamptonshire Council.*

### Oversubscription Criteria

Places will be allocated to pupils who have an EHC Plan naming the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.19.1 for definition of 'Looked After Children'**).
- b) Children who live in the linked area with a sibling link (**see paragraph 5.19.3 for definition of 'sibling'**).
- c) Other children who live in the linked area
- d) Children living outside the linked area who have a sibling link (**see paragraph 5.19.3 for definition of 'sibling'**).
- e) Children of staff where that member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage in the area (**see paragraph 5.19.4 for definition of 'children of staff'**)
- f) Other children

#### Linked area

Children within the area defined as Beanfield. This area encompasses all houses within the bordering area of A6003, A427, Jubilee Road and Gainsborough Road; including all roads leading from Tower Hill.

#### **Distance Tiebreaker**

If the admission number is exceeded within any criteria, priority will be given to those closest to the school. Measurements are carried out in a straight-line basis from the child's home address to the address point of the school.

in the case where the distances from home address to school address point are the same (for example, multiple applications for the same shared dwelling occurs i.e., flats), a randomizer will be used to decide the priority in which pupils are selected. The random allocation process will be subject to independent verification.



## APPENDIX 2 – Gretton Primary Academy

*The published admission number for the school for each reception intake from September is 22.*

### Oversubscription Criteria

Places will be allocated to pupils who have an EHC Plan naming the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.19.1 for definition of 'Looked After Children'**).
- b) Children who live in the villages of Gretton and Harringworth with a sibling link (**see paragraph 5.19.3 for definition of 'sibling'**).
- c) Children who live in Gretton or Harringworth.
- d) Children with a sibling link (**See paragraph 5.19.3 for definition of sibling**).
- e) Children of staff where that member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage in the area (**see paragraph 5.19.4 for definition of 'children of staff'**).
- f) Other children.

### Distance Tiebreaker

If the admission number is exceeded in any of the criterion, priority will be given to those who live closest to the school. Measurements are carried out in a straight line based on a straight-line basis from the child's home to the address point of the school.

In the case where the distances from home address to school address point are the same (for example, multiple applications for the same shared dwelling occur i.e., flats), a randomizer will be used to decide the priority in which pupils are selected. The random allocation process will be subject to independent verification.





## APPENDIX 3 – Compass Primary Academy

*The published admission number for the school for each reception intake from September is 60.*

### Oversubscription Criteria

Places will be allocated to pupils who have an EHC Plan naming the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.19.1 for definition of 'Looked After Children'**).
- b) Children with a sibling link (**see paragraph 5.19.3 for definition of 'sibling'**).
- c) Children of staff where that member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage in the area (**see paragraph 5.19.4 for definition of 'children of staff'**).
- d) Children who live in the defined area as described here: within the area bordered by Barton Road where it meets the River Ise, the A6900 London Road up to the A4300, to include Naseby Road where it borders the River Ise. This includes all roads leading from main roads directly feeding off Deeble Road. (All houses within this defined area).
- e) Other children.

### Distance Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those children who live nearest to the school. Measurements are carried out in a straight-line basis on a straight-line basis from the child's home to the address point of the school.

In the case where the distances from home address to school address point are the same (for example, multiple applications for the same shared dwelling occur i.e., flats), a randomizer will be used to decide the priority in which pupils are selected. The random allocation process will be subject to independent verification.



## APPENDIX 4 – Oakley Vale Primary School

*The published admission number for the school for each reception intake from September is 60.*

### Oversubscription Criteria

Places will be allocated to pupils who have an EHC Plan naming the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.19.1 for definition of 'Looked After Children'**).
- b) Children who live in the linked area\* and who have a sibling link (**see paragraph 5.19.3 for definition of 'sibling'**).
- c) Other children who live in the linked area\*.
- d) Children of staff where that member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage in the area (**see paragraph 5.19.4 for definition of 'children of staff'**).
- e) Other children who do not live in the linked area\* and who have a sibling link (**see paragraph 5.19.3 for definition of 'sibling'**).
- f) Other children.

**\* The linked area comprises the Oakley Vale Estate. A map is available from the school upon request.**

### Distance Tiebreaker

If the admission number is exceeded in any of the criterion, priority will be given to those who live closest to the school. Measurements are carried out in a straight line based on a straight-line basis from the child's home to the address point of the school.

In the case where the distances from home address to school address point are the same (for example, multiple applications for the same shared dwelling occur i.e., flats), a randomizer will be used to decide the priority in which pupils are selected. The random allocation process will be subject to independent verification.



## APPENDIX 5 – Peckover Primary School

*The published admission number for the school for each reception intake from September is 60.*

### Oversubscription Criteria

Places will be allocated to pupils who have an EHC Plan naming the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.19.1 for definition of ‘Looked After Children’**).
- b) Children living in the catchment area with a sibling link (**see paragraph 5.19.3 for definition of ‘sibling’**).
- c) Children of staff where that member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage in the area (**see paragraph 5.19.4 for definition of ‘children of staff’**).
- d) Children living in the catchment area.
- e) Children living outside the catchment area who have a sibling link (**see paragraph 5.19.3 for definition of ‘sibling’**).
- f) Other children.

**Catchment Area:** The area of Wisbech enclosed by River Nene in the east; by Mile Tree Lane in the south; by Barton Road, Gadds Lane and Leverington Road in the west (but not including either Barton Road from Panswell Lane to Gadds Lane or Gadds Lane north of the old Borough boundary of Leverington Common west of the Rising Sun, or Dowgate Road from east of the Rising Sun to the junction of Little Dowgate), Dowgate Road up to and including Little Dowgate, and Sutton Road up to and south of a line drawn from the junction of Parson Drove Lane to River Nene in the north.

Details of the catchment area can be found at the following web link: <http://my.cambridgeshire.gov.uk/>

### Distance Tiebreaker

Where the Academy has more children applying than places remaining in any of the categories above, a distance tie break will be used to determine priority. Priority will be given to children who live nearest the Academy according to the shortest straight-line distance. For further information, please refer to the glossary of terms in the County Council guide for Parents, “First Steps Admission to primary school: a guide for parents” available from the Cambridgeshire County Council website: <http://www.cambridgeshire.gov.uk/admissions>

In the case where multiple applications for the same shared dwelling occur (e.g., Flats); a randomizer will be used to decide the priority in which the pupils within the shared dwelling are selected in the event of a tiebreaker. Independent verification of the random allocation process will be obtained.

*If the admission number is exceeded within any criterion, priority will be given to those children who live nearest to the school. Measurements are carried out in a straight-line basis on a straight-line basis from the child’s home to the address point of the school.*

**Nursery Provision:** The nursery provision will adopt the same oversubscription as the main school, should more applications be received than places.



## APPENDIX 6 – Thrapston Primary School

*The published admission number for the school for each reception intake from September is 60.*

### Oversubscription Criteria

Places will be allocated to pupils who have an EHC Plan naming the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.19.1 for definition of ‘Looked After Children’**).
- b) Children with a sibling continuing at the school at the time of admission of the child (**see paragraph 5.19.3 for definition of ‘sibling’**).
- c) Children of staff at the school, in either or both of the following circumstances:
  1. Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and or
  2. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage (**see paragraph 5.19.4 for definition of ‘children of staff’**).
- d) Children who live in the defined area
- e) Other children.

### Defined Area (also known as linked or designated area/village):

The defined area for the school is Thrapston and Denford

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school. Distances are measured on a straight-line basis from the address point of the child’s home to the address point of the school, using a geographical information system.

### Tiebreaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.



## APPENDIX 7 – Brooke Weston Academy

***The published admission number for the school for the Year 7 intake is 180.***

The Brooke Weston Trust will consider all applications for places. Where fewer than 180 applications are received, the Trust will offer places to all those who have applied. When more than 180 applications are received and after the applicants with an EHC Plan where Brooke Weston Academy is named as the appropriate provision have been allocated, priority will be given in accordance with the Academy's oversubscription criteria.

### Oversubscription Criteria

Places will be allocated to pupils who have an EHC Plan naming the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.19.1 for definition of 'Looked After Children'**).
- b) Children of staff where that member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage in the area. (Demonstrable skill shortage will only normally apply to qualified teacher positions, where the school has continually been unable to recruit) (**see paragraph 5.19.4 for definition of 'children of staff'**).
- c) Children who have a sibling link (**See paragraph 5.19.3 for definition of 'sibling'**).
- d) Children who live in the linked area (see below for definition of 'linked area').
- e) Other children based on the distance between the home address and school (see **below** for definition of 'distance') with priority being given to those who live closest to the academy.

### Tiebreaker

If the published Admission Number is exceeded within criterion (b), (c) or (d) all places within that criterion will be allocated at random in the priority order listed above. The random allocation will be generated electronically and will be verified by an independent observer to guarantee fairness.

If the published Admission Number is exceeded within criterion (e), in the case where the distances from home address to school address point are the same (for example, multiple applications for the same shared dwelling occur i.e., flats), a randomizer will be used to decide the priority in which pupils are selected. The random allocation process will be subject to independent verification.

### Linked Area

"Corby" means the town of Corby and the associated villages for Corby secondary schools.

**The associated villages are:** Brigstock, Cottingham, East Carlton, Great Oakley, Gretton, Harringworth, Little Oakley, Little Stanion, Lyveden, Middleton, Rockingham, Stanion, Weldon, Wilbarston, Newton, Pipewell, Rushton and Geddington.

## **Distance:**

Distances are measured from the home address to the address point of the Academy. It is measured on a straight-line basis, using a geographical information system.

## **Year 7 Waiting Lists**

The following arrangements apply to Brooke Weston Academy.

From the 1<sup>st</sup> March until the 31<sup>st</sup> August of the offer year (the academic year before the academic year in which students are admitted into Year 7) children's position on the Year 7 waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated, through a fresh round of random allocation in accordance with the oversubscription criteria.

From the 1<sup>st</sup> September until the 31<sup>st</sup> December of the Year of entry in Year 7, late applicants (those who did not apply before the Local Authority's closing date) will be placed on the waiting list. Where places become vacant, they will be allocated, through a fresh round of random allocation, in accordance with the oversubscription criteria.

## **In Year Waiting Lists**

See paragraph 5.11 above.

## Brooke Weston Academy - Arrangements for Admission to Post 16 Provision

It is important that students select courses appropriate to their needs in terms of ability and career plans. Students must gather as much information as possible to ensure that they make well-informed decisions. Academy staff will examine subject choices and offer further guidance, should the need arise. Students will receive confirmation that their application has been received on time.

An application for Year 12 which is received by the Academy before 31st March of the offer year will be deemed as on-time, all applications received after 31st March will be deemed as late. All on-time external applicants will be offered a conditional place subject to meeting the specified academic entry criteria and the availability of sufficient external places.

### Entry requirement

For all students applying to Brooke Weston Academy the entry requirements are the same. All students are required to complete a Brooke Weston Academy application form. Entry requirements for all students are as follows:

**A Level Route** – Primarily aimed at students wishing to progress onto university, students will study 3 A Levels alongside a pathway of other qualifications for example Core Maths or Mentoring. To participate in the A Level Route, students must achieve:

- a minimum of 320 points from their best 8 GCSEs (to study courses not studied at GCSE, students will need at least 360 points).
- a grade 4 in Maths and a grade 4 in English Language or Literature
- each subject specific entry requirement as outlined in the Academy's prospectus.

**Blended Route** – Students on this route will study 3 courses comprising only 1 Level 3 applied qualification alongside 2 A-Levels. Students on this route will also study a pathway such as Core Maths or Mentoring. To participate in the Blended Route students must achieve a minimum of:

- a minimum of 320 points from their best 8 GCSEs (to study courses not studied at GCSE, students will need at least 360 points).
- a grade 4 in Maths and a grade 4 English Language or Literature
- each subject specific entry requirement as outlined in the Academy's prospectus.

In all cases, an offer will be made where the student meets the above requirements and where there is space on the course, or courses they wish to study. The course offer is subject to change, and a course may be withdrawn. In such circumstances, students will be informed at the earliest opportunity and guidance given with regards to alternative options available. Students who are interested in studying 4 or more qualifications may request this option, however the Principal's decision is final.

### Admitting external students

The Academy will admit students external to Brooke Weston Academy into Year 12. The published admission number for external admissions is 30. If there are more than 30 external applicants eligible for entry, the oversubscription criteria will be applied.

## Oversubscription criteria

Following the admission of children/young people with EHC plans that name the Academy and if external applications meeting the entry requirements exceed the PAN, oversubscription criteria will apply in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.19.1 for definition of 'Looked After Children'**).
- b) Children of staff where that 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 school is made, and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage in the area (**see paragraph 5.19.4 for definition of 'children of staff'**).
- c) Children with a sibling link (**see paragraph 5.19.3 for definition of 'sibling'**).
- d) All remaining children ranked from highest to lowest by point score in best 8 GCSEs, or level 2 equivalent.

In the event of a tie, a place will be awarded on a random allocation basis. This will be subject to independent verification.

All external applicants who have made an application deemed as late will be dealt with once all "on time" applications have been processed as per this Admissions Policy. After all "on time" applications have been dealt with, if spaces remain after the publishing of GCSE Grades, places will be offered to late applicants who have met the set academic entry requirements. If there are more late applicants who have met the set academic entry requirements than places available, spare places will be offered in accordance with the oversubscription criteria.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful Post 16 applicants. A waiting list will be held for Year 12 students for the first academic year of admission. This waiting list will be held in line with the oversubscription criteria. The waiting list will be subject to re-ranking when a new applicant is added.

## Notes

Students entering Brooke Weston Academy's Sixth Form will be expected to both read and sign a learning agreement, which outlines the commitment required to be successful in Post 16 study and the support that students can expect to receive from the Academy. In addition, Sixth Form students must recognise that they are part of a large community and have a responsibility to abide by our dress code, attendance expectations and conduct themselves in a manner that supports the Academy ethos.

If a different format is required, please contact the Academy. Brooke Weston Academy reserves the right to decline requests based on Level 2 entry measures.





## APPENDIX 8 – Corby Business Academy

*The published admission number for the school for the Year 7 intake is 200.*

The Brooke Weston Trust will consider all applications for places. Where fewer than 200 applications are received, the Trust will offer places to all those who have applied. When more than 200 applications are received and after the applicants with an EHC Plan where Corby Business Academy is named as the appropriate provision have been admitted, priority will be given in accordance with the Academy's oversubscription criteria.

### Oversubscription Criteria

Places will be allocated to pupils who have an EHC Plan naming the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.19.1 for definition of 'Looked After Children'**).
- b) Children of staff who have been employed at the named school for two or more years at the time at which the application for admission to the named school is made, and/or staff recruited to fill vacant posts for which there is a demonstrable skill shortage. (Demonstrable skill shortage will only normally apply to qualified teacher positions, where the school has continually been unable to recruit) (**see paragraph 5.19.4 for definition of 'children of staff'**)
- c) Children with a sibling link (**See paragraph 5.19.3 for definition of 'sibling'**).
- d) The allocation of places to children who live closer to Corby Business Academy than any other school.
- e) The allocation of places to children who live in the Academy's linked villages.
- f) Proximity to the Academy with priority being given to those who live closest to the academy.

Should a 'tie-breaker' be required in criteria b, c, d, e, or f priority will be given to children whose home address is closest to the Academy as measured in a straight line (proximity to the Academy).

In the case where the distances from home address to school address point are the same (for example, multiple applications for the same shared dwelling occurs i.e. flats), a randomiser will be used to decide the priority in which pupils are selected. The random allocation process will be subject to independent verification.

**Definitions:** 'Any other school' does not include Brooke Weston Academy.

**The Academy's linked villages are:** The parishes of Brigstock, Gretton, Harringworth, Little Oakley, Little Stanion, Lyveden, Stanion and Weldon.

Distances are measured from the home address to the address point of the Academy. It is measured on a straight-line basis, using a geographical information system.

After 31st December of the year of entry for Year 7 and for all In Year applications in Years 8,9,10 and 11 if the number of In Year applications exceeds the number of places available in a Year Group, the places will be allocated through a round of random allocation, in accordance with the oversubscription criteria a, b, c, d outlined in the policy. [www.randomizer.org/form.htm](http://www.randomizer.org/form.htm) is the website used to determine the randomization process. This will be subject to independent verification.

## Year 7 Waiting List

The following arrangements apply to Corby Business Academy:

From the 1st March until the 31st August of the offer year (the academic year before the academic year in which students are admitted into Year 7) children's position on the Year 7 waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated, through a fresh round of allocation, in accordance with the oversubscription criteria..

From the 1st September until the 31st December of the Year of entry in Year 7, late applicants (those who did not apply before the Local Authority's closing date) will be placed on the waiting list.. Where places become vacant they will be allocated, through a fresh round of allocation, in accordance with the oversubscription criteria.).

## In Year Waiting Lists

See paragraph 5.11 above.

## Corby Business Academy - Arrangements for Admission to Post 16 Provision

It is important that students select courses appropriate to their needs in terms of ability and career plans. Students must gather as much information as possible to ensure that they make well-informed decisions. Academy staff will examine subject choices and offer further guidance, should the need arise. Students will receive confirmation that their application has been successful.

### **Entry requirement**

For all students applying to Corby Business Academy the entry requirements are the same. All students are required to complete a Corby Business Academy application form. Entry requirements for all students are as follows:

#### **1. Level 3 Pathway Courses**

A minimum of 5 GCSEs at level 4 including English and Maths, plus any other levels required for specific subjects. Course entry requirements are outlined in our Sixth Form prospectus.

For those students who have not achieved a level 4 or above in English and/or Maths we offer:

#### **2. Level 3 Gateway Course**

A minimum of 3 GCSEs at level 4 plus English Literature or English Language and Maths at level 3 or above, plus any other levels required for specific subjects. Course entry requirements are outlined in our Sixth Form prospectus. Students will be expected to retake Maths, English or both as part of this course.

In all cases, an offer will be made where the student meets the above requirements and where there is space on the course, or courses they wish to study. The course offer is subject to change, and a course may be withdrawn. In such circumstances, students will be informed at the earliest opportunity and guidance given with regards to alternative options available.

### **Admitting external students**

The Academy will admit students external to Corby Business Academy into Year 12. The published admission number for external admissions is 25. If there are more than 25 external applicants eligible for entry, the oversubscription criteria will be applied.

### **Oversubscription criteria**

Following the admission of children/young people with EHC plans that name the Academy and if external applications exceed the PAN, oversubscription criteria will apply.

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.19.1 for definition of 'Looked After Children'**).
- b) Children with a sibling link (**See paragraph 5.19.3 for definition of 'sibling'**).
- c) Distance between home address and the Academy as measured in a straight line from the child's home to the address point of the Academy, with priority being given to those who live closest to the academy.

In the event of a tie (i.e., two addresses are exactly the same distance from the Academy) a place will be awarded on a random allocation basis. This will be subject to independent verification.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful Post 16 applicants. A waiting list will be held for Year 12 students for the first academic year of admission. This waiting list will be held in line with the oversubscription criteria. The waiting list will be subject to re-ranking when a new applicant is added.

## Notes

Academy students supported in their learning by placement within the Unit provision may continue into the Sixth Form where the Academy is able to meet their needs.

Students entering CBA's Sixth Form will be expected to read and sign a learning agreement which outlines the commitment required to be successful in Post 16 study and the support that students can expect to receive from Academy staff. In addition, Sixth Form students must recognise that they are part of a large community and have a responsibility to abide by our dress code and conduct themselves in a manner that supports the Academy ethos.



## APPENDIX 9 – Corby Technical School

*The published admission number for the school for the Year 7 intake is 150.*

The Brooke Weston Trust will consider all applications for places. Where fewer than 150 applications are received, the Trust will offer places to all those who have applied. When more than 150 applications are received and after the applicants with an EHC Plan where Corby Technical School is named as the appropriate provision have been admitted, priority will be given in accordance with the school's oversubscription criteria.

### Oversubscription Criteria

Places will be allocated to pupils who have a EHC Plan that names the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.19.1 for definition of 'Looked After Children'**).
- b) Children of staff who have been employed at the named school for two or more years at the time at which the application for admission to the named school is made, and/or staff recruited to fill vacant posts for which there is a demonstrable skill shortage. (Demonstrable skill shortage will only normally apply to qualified teacher positions, where the school has continually been unable to recruit) (**see paragraph 5.19.4 for definition of 'children of staff'**).
- c) Children with a sibling link (**See paragraph 5.19.3 for definition of 'sibling'**).
- d) Children who live in the linked area (see below for definition of 'linked area').
- e) Other children based on the distance between the home address and school, with priority being given to those who live closest to the academy.

### Tiebreaker

If the Admission Number is exceeded within criterion (b), (c), or (d) places within that criterion will be allocated at random in the priority order listed above. The random allocation will be generated electronically using [www.randomizer.org/form.htm](http://www.randomizer.org/form.htm) and will be verified by an independent observer to guarantee fairness. If the Admission Number is exceeded within criterion (e,) priority will be given to children who live closest to the Academy, as measured from the center of their home address to the address point of the school. In the case where the distances from home address to school address point are the same (for example, multiple applications for the same shared dwelling occur i.e., flats), a randomizer will be used to decide the priority in which pupils are selected. The random allocation process will be subject to independent verification.

### Linked Area

"Corby" means the town of Corby and the associated villages for Corby secondary schools.

**The associated villages are:** Brigstock, Cottingham, East Carlton, Great Oakley, Gretton, Harringworth, Little Oakley, Little Stanion, Lyveden, Middleton, Rockingham, Stanion and Weldon.

### Year 7 Waiting List

The following arrangements apply to Corby Technical School.

From the 1st of March until the 31st of August of the offer year (the academic year before the academic year in which students are admitted into Year 7) children's position on the Year 7 waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated, through a fresh round of allocation, in accordance with the oversubscription criteria.

From the 1st September until the 31st December of the Year of entry in Year 7, late applicants (those who did not apply before the Local Authority's closing date) will be placed on the waiting list. Where places become vacant, they will be allocated, through a fresh round of allocation, in accordance with the oversubscription criteria.

### In Year Waiting Lists

See paragraph 5.11 above.

## Corby Technical School - Arrangements for Admission to Post 16 Provision

### Entry requirements

For all students applying to Corby Technical School the entry requirements are the same. All students are required to complete a Corby Technical School application form. Entry requirements for all students are as follows:

- Students will be required to have achieved a minimum of a grade 4 in Mathematics and English Language.
- Students will be required to have a minimum of 5 GCSEs in total at level 4 or above (including English Language and Mathematics).
- In addition to this criteria, students will need to meet the individual subject criteria for the subjects they wish to pursue as listed in the sixth form course booklet.

For students who have not achieved a level 4 or above in English Language and/or Mathematics we offer a gateway route:

- Students will be required to have achieved a minimum of a Grade 3 in Mathematics and English Language. Students will be expected to retake Maths, English Language or both as part of this route.
- Students will be required to have a minimum of 3 GCSEs in total at level 4 or above.
- In addition to this criterion, students will need to meet the individual subject criteria for the subjects they wish to pursue as listed in the sixth form course booklet.

In all cases, an offer will be made where the student meets the above requirements and where there is space on the course, or courses they wish to study. The course offer is subject to change and a course may be withdrawn. In such circumstances, students will be informed at the earliest opportunity and guidance given with regards to alternative options available.

### Admitting external students

The School will admit students external to Corby Technical School into Year 12. The published admission number for external admissions is 20. In the event that there are more than 20 external applicants eligible for entry, the oversubscription criteria will be applied.

### Oversubscription criteria

Following the admission of children/young people with EHC plans that name the School and if external applications meeting the entry requirements exceed the PAN, oversubscription criteria will apply in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.19.1 for definition of 'Looked After Children'**).
- b) Children with a sibling link (**See paragraph 5.19.3 for definition of 'sibling'**).  
Children of staff where that 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 school is made, and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage in the area (**see paragraph 5.19.4 for definition of 'children of staff'**).
- c) Other children.

In the event of a tie, a place will be awarded on a random allocation basis. This will be subject to independent verification.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful Post 16 applicants. A waiting list will be held for Year 12 students for the first academic year of admission. This waiting list will be held in line with the oversubscription criteria. The waiting list will be subject to re-ranking when a new applicant is added.



## APPENDIX 10 – Kettering Science Academy

***The published admission number for the school for the Year 7 intake is 270.***

The Brooke Weston Trust will consider all applications for places. Where fewer than 270 applications are received, the Trust will offer places to all those who have applied. When more than 270 applications are received and after the applicants with an EHC Plan where Kettering Science Academy is named as the appropriate provision have been admitted, priority will be given in accordance with the Academy's oversubscription criteria.

### Oversubscription Criteria

Places will be allocated to pupils who have an EHC Plan naming the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.19.1 for definition of 'Looked After Children'**).
- b) Children with a sibling link (**See paragraph 5.19.3 for definition of 'sibling'**).
- c) Children who live in the villages linked to the Academy - Broughton, Cransley, Mawsley and Pytchley.
- d) Children of staff who have been employed at the named school for two or more years at the time at which the application for admission to the named school is made, and/or staff recruited to fill vacant posts for which there is a demonstrable skill shortage. (Demonstrable skill shortage will only normally apply to qualified teacher positions, where the school has continually been unable to recruit) (**see paragraph 5.19.4 for definition of 'children of staff'**).
- e) Children who live in the defined area as described below - Within the area bordered by: Barton Road where it meets the River Ise, the A6900 London Road up to the A4300 to include Naseby Road where it borders the River Ise. This includes all roads leading from main roads directly feeding off Deeble Road. (All houses within this defined area).
- f) Other children.

### Distance Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those children who live closest to the academy. Distances are measured from the home address to the address point of the Academy. In the case where the distances from home address to school address point are the same (for example, multiple applications for the same shared dwelling occur i.e., flats), a randomizer will be used to decide the priority in which pupils are selected. The random allocation process will be subject to independent verification.

### Year 7 Waiting List

The following arrangements apply to Kettering Science Academy.

From the 1<sup>st</sup> March until the 31<sup>st</sup> August of the offer year (the academic year before the academic year in which students are admitted into Year 7) children's position on the Year 7 waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated, through a fresh round of allocation, in accordance with the oversubscription criteria.



From the 1<sup>st</sup> September until the 31<sup>st</sup> December of the Year of entry in Year 7, late applicants (those who did not apply before the Local Authority's closing date) will be placed on the waiting list. Where places become vacant, they will be allocated, through a fresh round of allocation in accordance with the oversubscription criteria.

## **In Year Waiting Lists**

See paragraph 5.11 above.

## Kettering Science Academy - Arrangements for Admission to Post 16 Provision

### Entry Requirements

For all students applying to Kettering Science Academy the entry requirements are the same. All students are required to complete a Kettering Science Academy application form. Entry requirements for all students are as follows:

- All students will be expected to have met the minimum academic entry requirements for the Sixth Form – this is a minimum of 5 qualifications at level 4 including English and mathematics (see prospectus for further information).
- In addition to the Sixth Form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements for the courses they wish to take. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements will be admitted.

In all cases, an offer will be made where the student meets the above requirements and where there is space on the course, or courses they wish to study. The course offer is subject to change, and a course may be withdrawn. In such circumstances, students will be informed at the earliest opportunity and guidance given with regards to alternative options available.

### Admitting external students

The Academy will admit students external to Kettering Science Academy into Year 12. **The published admission number for external admissions is 25.** In the event that there are more than 25 external applicants eligible for entry, the oversubscription criteria will be applied.

### Oversubscription criteria

When there are more external applicants that satisfy any academic entry requirements than the number of Post 16 places available and after the admission of pupils with statements of Special Educational Needs or an EHC Plan where Kettering Science Academy is named as the appropriate provision, the criteria will be applied in the order in which they are set out below:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.19.1 for definition of 'Looked After Children'**).
- b) Children with a sibling link (**See paragraph 5.19.3 for definition of 'sibling'**).
- c) Children who live in the villages linked to the Academy: Broughton, Cransley, Mawsley and Pytchley.
- d) Children who live in the defined area as described below - Within the area bordered by: Barton Road where it meets the River Ise, the A6900 London Road up to the A4300 to include Naseby Road where it borders the River Ise. This includes all roads leading from main roads directly feeding off Deeble Road. (All houses within this defined area). A map is available from the Academy upon request.
- e) Other children.

In the event of a tie break, the distance from the child's home address and the academy will be measured and those living closest to the academy will be given priority. Where it is impossible to separate children on this basis random allocation will be used to determine admission. [www.randomizer.org/form.htm](http://www.randomizer.org/form.htm) is the website used and this process will be independently verified.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful Post 16 applicants. A waiting list will be held for Year 12 students for the first academic year of admission. This waiting list will be held in line with the oversubscription criteria. The waiting list will be subject to re-ranking when a new applicant is added.



## Appendix 11 – Thomas Clarkson Academy

*The published admission number for the school for the Year 7 intake is 240.*

The Brooke Weston Trust will consider all applications for places. Where fewer than 240 applications are received, the Trust will offer places to all those who have applied. When more than 240 applications are received and after the applicants with an EHC Plan where Thomas Clarkson Academy is named as the appropriate provision have been admitted, priority will be given in accordance with the Academy's oversubscription criteria.

### Oversubscription Criteria

Places will be allocated to pupils who have an EHC Plan naming the school as the appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

- a) Looked After Children and all previously Looked After Children (**see paragraph 5.19.1 for definition of 'Looked After Children'**).
- b) Children of staff where that member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage in the area (**see paragraph 5.19.4 for definition of 'children of staff'**).
- c) Children with a sibling link (**see paragraph 5.19.3 for definition of 'sibling'**).

Following allocation of places for these categories Thomas Clarkson Academy will prioritise children who live in its [catchment area](#).

- d) Children **living in the catchment area** that attend a **Primary School within the catchment area**. These are (*in alphabetical order*):
  - Alderman Payne Primary School
  - Beaupre Primary
  - Elm Primary
  - Elm Road Primary
  - Friday Bridge Primary
  - Gorefield Primary School
  - Guyhirn Primary
  - Kinderley Primary
  - Leverington Primary Academy
  - Murrow Primary Academy
  - Orchards CofE Primary School
  - Peckover Primary
  - Ramnoth Junior School
  - St Peter's CofE Aided Junior School - Academy
  - Wisbech St Mary CofE Academy
- e) Children **living within the catchment area** at the time of application.

Any remaining applications will be allocated using the following criteria:

- f) Children that **attend a Primary school within the catchment area** but do not live within the catchment area.
- g) Other children based on the **distance between home and school**. Priority will be given to children who live in Cambridgeshire according to the shortest straight-line distance.

Straight line distance for admissions purposes is measured using the straight-line distance from the reference point of the home, as defined by the National Land and Property Gazetteer (NLPG) to the main pupil entrance of the Academy.

## Tiebreaker

If the Admission Number is exceeded within criterion (b), (c), (d), (e), (f) and (g) all places within that year group will be allocated at random in the priority order listed above. The random allocation will be generated electronically using [www.randomizer.org/form.htm](http://www.randomizer.org/form.htm) and will be verified by an independent observer to guarantee fairness.

## Year 7 Waiting List

The following arrangements apply to Thomas Clarkson Academy.

From the 1<sup>st</sup> March until the 31<sup>st</sup> August of the offer year (the academic year before the academic year in which students are admitted into Year 7) children's position on the Year 7 waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated, through a fresh round of allocation, to children on the waiting list in accordance with the oversubscription criteria.

From the 1<sup>st</sup> September until the 31<sup>st</sup> December of the Year of entry in Year 7 – Where places become vacant they will be allocated, through a fresh round of allocation, to children on the waiting list in accordance with the oversubscription criteria.

The waiting list will be open to any parent/carer to ask for his/her child's name to be placed on the waiting list, following an unsuccessful application to the Academy and to parents/carers who have not previously applied for a place during the academic year.

## In Year Waiting Lists

See paragraph 5.11 above.

## Thomas Clarkson Academy - Arrangements for Admission to Post 16 Provision

It is important that students select courses appropriate to their needs in terms of ability and career plans. Students must gather as much information as possible to ensure that they make well-informed decisions. Academy staff will examine subject choices and offer further guidance, should the need arise. Students will receive confirmation that their application has been successful.

### Entry Requirements

For all students applying to Thomas Clarkson Academy the entry requirements are the same. All students are required to complete a Thomas Clarkson Academy application form (obtained via the website or from the office). Entry requirements for all students are as follows:

- A level courses: a minimum of 5 grades at GCSE Grade 5 and above.
- There are subject specific requirements for advanced level. These can be found in the Sixth Form Prospectus.
- Students who have not achieved a Grade 4 in English and/or Maths will be expected to re-take a level 2 qualification in the subject during year 12.
- Level 3 vocational courses: a minimum of 5 grades at GCSE Grade 4 or above.

Thomas Clarkson Academy reserves the right to remove any Sixth Form course if demand for the course is not financially viable. In such circumstances, students will be informed at the earliest opportunity and guidance given with regards to the alternative options available.

### Admitting external students

The Academy will admit students external to Thomas Clarkson Academy into Year 12. The published admission number for external admissions is 25. In the event that there are more than 25 external applicants eligible for entry, the oversubscription criteria will be applied.

### Oversubscription Criteria

In the event of the number of external applications received exceeding the overall Sixth Form PAN and following the admission of pupils with a statement of special educational needs statement or Education Health Care (EHC) plan which names the Academy, priority for places will be allocated against the following criteria in the order listed:

1. **Looked after Children (LAC)** and all previously Looked after Children (**see paragraph 5.19.1 for definition of 'Looked After Children'**).
2. **Sibling link** – children who will have an older sibling attending the Academy at the time of admission in Years 7 to 13 or had a sibling in Year 13 on National Secondary Allocation Day (**see paragraph 5.19.3 for definition of 'sibling'**).
3. **Children of any member of staff** employed by Thomas Clarkson Academy (**see paragraph 5.19.4 for definition of 'children of staff'**).
4. Children that attended Thomas Clarkson Academy in Year 11.
5. Children **living within the catchment area** at the time of application.
6. Other children based on the **distance between home and school**. Priority will be given to children who live in Cambridgeshire according to the shortest straight-line distance.

In the case where there are multiple applications with the same level of priority The Trust will randomly allocate the place between applicants using [www.randomizer.org](http://www.randomizer.org) to undertake the random allocation process which will be independently verified.

Straight line distance for admissions purposes is measured using the straight-line distance from the reference point of the home, as defined by the National Land and Property Gazetteer (NLPG) to the main pupil entrance of the Academy.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful Post 16 applicants. A waiting list will be held for Year 12 students for the first academic year of admission. This waiting list will be held in line with the over subscription criteria. The waiting list will be subject to re-ranking when a new applicant is added.

## Notes

Students entering Thomas Clarkson Academy Sixth Form will be expected to read and sign a learning agreement which outlines the commitment required to be successful in Post 16 study and the support that students can expect to receive from Academy staff. In addition, Sixth Form students must recognise that they are part of a large community and have a responsibility to abide by our dress code and conduct themselves in a manner that supports the Academy ethos.