ADMISSION POLICY
2025 – 2026

Approved by:	Ratified by Governing Body	**Date:** January 2025
Effective Date:	January 2025	
Last reviewed on:		
Next review due by:	January 2026	
Reviewed by:	Karen Hayward, Executive Principal	
Website:		
Yes/No	YES	

PROPOSED ADMISSIONS CRITERIA WITH EFFECT FROM SEPTEMBER 2025

If the number of places in a year group at the school is not sufficient to meet the requests of all the parents/guardians, then the following LA criteria will be applied (in the rank order shown), to determine how the places will be allocated:

1) All 'looked after' children and all previously looked after children, 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.

2) Students living in the catchment area with siblings at the school.

3) Other students living in the catchment area.

4) Other siblings

5) Any other children

The published admission number for each year group is **240**.

Notes

In any situation where the application of the above criteria results in a situation where there are more children with an equal right of admission to the school than the number of available places, the tie-break will be the distance the student lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the student's home to a centrally marked point on the school site. Priority will not be given within each criterion to children who meet other criteria. In the event of (a) two or more children living at the same address point (e.g., children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, using the School Admission Team database to allocate the place.

Students who have a Statement of Special Educational Needs are required to be admitted to the school, which is named on the statement, even if the school is full. Students identified for admission through the Fair Access Protocol will also be admitted even if the school is full. Such students will be fully supported with Education, Health and Care (EHC) plans.

We do not routinely accept students out of their chronological year group unless there are exceptional circumstances. Parents/guardians who want their child to transfer to the next phase of school outside of their normal age group, must make the request, in sufficient time for it to be considered before the application deadline. The final decision will rest with the Executive Principal.

Parents/guardians need to make their request in writing to the Executive Principal and Governing Body, who will then consider this, making their decision on what they determine is in the best interest of the child. The request should include the parents/guardians' reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parent/guardian deems relevant and whether the child

has previously been educated outside their normal age group. Once determined the decision will be communicated by the Governing Body to the parents/guardians in writing and will include reasons for the decision.

The school allocates places on an equal preference basis as explained in the Local Authority Academy/School Transfer Booklet and is a part of the Local Authority coordinated admissions process.

Parents/guardians, whose applications for a place are unsuccessful, have the right to appeal to an independent panel against the decision and should do so, in the first instance, in writing to the Clerk to the Appeals Panel, Committee Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, SG17 5TQ, by the given date. One appeal per student will be granted. Parents/guardians who are not offered a place are kept on a waiting list in criteria order, to be re-allocated if places become available. The waiting list will be maintained until the Christmas holiday. Parents/guardians wishing to remain on the waiting list beyond this point, need to notify the school in writing during December of the Autumn Term of Year 7.

DEFINITIONS

"Looked after" children.

A 'looked after' child is a child who is (a) in the care of the local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

Previously "looked after" children.

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live with, under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Children who appear to the Local Authority to have been in state care outside of England and have ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Home Address

A student's home address will be regarded as the address of the parents/guardians with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/guardians at more than one address, the address used to allocate a school place will be the one at which the

student is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g., council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

Sibling

A sibling refers to a brother or sister, half brother or sister, stepbrother or sister, adopted brother or sister, or fostered brother or sister, where foster care has been arranged by a Local Authority, or the child of the parent/guardian's partner and, in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

Students with a Statement of Special Educational Needs or Education, Health and Care Plan

In accordance with the Education Act 1996, children with a Statement of Special Educational Needs or Education, Health and Care Plan, are required to be admitted to the academy/school named in the Statement or Plan and will be allocated a place ahead of those without a Statement of Special Educational Needs or Education, Health and Care Plan in the allocation process. Thereafter, the admissions criteria for each school will apply to those children without a Statement of Special Educational Needs or Education, Health and Care Plan. After allocations have been made, if an application is made late, or is received as part of the In-Year process, students who have a Statement of Special Educational Needs or Education, Health and Care Plan, are required to be admitted to the school which is named on the Statement or Plan, even if the school is full.

Fair Access Protocol

All Local Authorities must have a Fair Access Protocol which operates outside of the arrangements of coordinated admissions (i.e., those children being admitted to the point of entry at an academy/school) to ensure unplaced children, especially the most vulnerable, are offered a suitable school place. Students identified for admission through the Fair Access Protocol will be admitted even if the school is full.

Admissions Criteria

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. The distance criterion will be used as a tiebreaker in each criterion, where required to determine the allocation of places. In the event of (a) two or more children living at the same address point (e.g., children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tiebreaker will be random selection, using the Tribal Admissions database to allocate the place.

Children who live nearest to the school determined by straight line distance from the school site to the student's home address.

The distance the student lives from the school, which is measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the student's home to a point on the school site agreed with the Governing Body of the School, which is known as the designated measuring point.

Children who appear, to the Local Authority, to have been in state care outside of England and have ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Applications for admission into Year 7 must be made to the home Local Authority in accordance with procedures explained in their admission literature and website.

Requests for admission into other year groups should be made to the Local Authority on the In-Year application form. The form is available from the School or Local Authority and can also be downloaded from the Local Authority website.

Parents/guardians can apply using the online application system (see details on Central Bedfordshire website) or by contacting Central Bedfordshire for a Transfer to Secondary School/Academy Application Form. When completed, this form must be returned to Central Bedfordshire Council by the deadline on the form. Parents/guardians **must** apply to the Local Authority in which they live.

The allocation of places will take place after this deadline and parents/guardians will be notified on the national offer day in March/April, by the School/Academy's Admissions Service, whether their applications have been successful. Parents who make applications after the official deadline, even if they live in, or move into the Sandy catchment area, will **not** be entitled to automatic places, if this means exceeding the Published Admission number of 240.

Parents who are not offered a place are kept on a waiting list to be reallocated if places become available. The waiting list for places in Year 7 will be maintained until the end of the autumn term following the normal admission date of Year 7 students. **Parents/guardians wishing to remain on the waiting list beyond this point need to notify the school in writing no later than 31st December**. Parents/guardians applying for places in other year groups will have their applications kept on file until the end of the term in which the place has been requested. *Parents/guardians who wish for their child(ren) to remain on the waiting list beyond that time, will have to notify the school in writing.*

Whilst admission will normally be into Year 7 or Year 12, students may be admitted to Year 8, Year 9 Year 10 and Year 11 where there are vacancies (i.e., less than 240 on roll in the year

group concerned). The above criteria will apply in these circumstances. Requests for admission into other year groups should be made to the school on the In-Year Application Form. The form is available from the school or the Local Authority and can be downloaded from the Local Authority website.

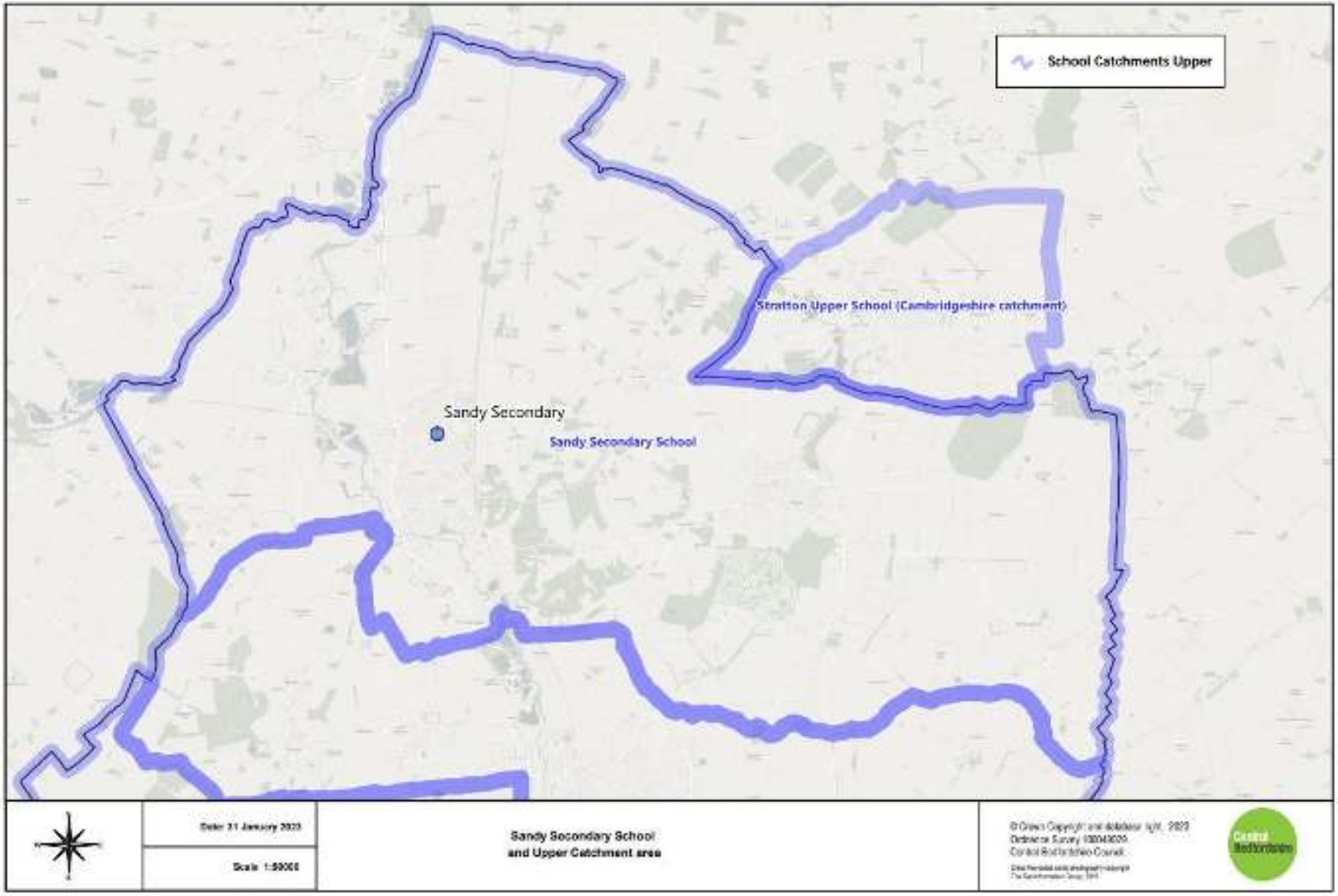
APPEALS

Parents who may wish to appeal against non-admission will have the right of appeal to an independent Appeal Panel. The decision of the Appeal Panel will be binding. Details of admissions and appeal arrangements will be published each year. In making these arrangements the Governors will, of course, refer to their Instruments of Government for Foundation Schools (Standards and Framework Act 1998).

Admission to Sandy Secondary School Sixth Form

The principles of admission also apply to Sixth Form students. In addition, note the following:

1) There is a minimum requirement of 8 GCSEs at 9 to 4 grade, or BTEC equivalent, for students who wish to join the Sixth Form. In addition, students need to have at least a grade 6 in the subjects that they wish to study at 'A' level, or in an equivalent subject.
2) If a student is just below these entry criteria, then the school will look at each case on an individual basis.
3) Students need to select a suitable combination of courses to study at 'A' level.
4) Courses will run if there are sufficient numbers of students wishing to take the course to make it viable.
5) Over-subscription to the Sixth Form, as a result of request for admissions from students attending other schools, will result in the final offers of places being determined in accordance with the admissions criteria above.


School Catchments Upper
Stratton Upper School (Cambridgeshire catchment)
Sandy Secondary
Sandy Secondary School
Date: 31 January 2023
Scale: 1:50000
Sandy Secondary School
and Upper Catchment area
© Crown Copyright and database right 2023
Ordnance Survey 100049029
Central Bedfordshire Council
Central Bedfordshire