



## **ADMISSIONS POLICY (2027 - 2028)**

**GOVERNOR LEAD: Mrs Amanda Deeks**

**NOMINATED LEAD MEMBER OF STAFF: Mrs Hannah Rowlands, Headteacher**

**Next Review Date: July 2027**

**The Dean Academy's Published Admission Number: 219**

### **Introduction:**

This policy outlines the processes and criteria relating to the admission of students to The Dean Academy either on transfer from Primary School or as an in-year admission. This policy has been drawn up with regard to the DfE School Admissions Code 2021, the DfE School Admissions Appeals Code 2022 and DfE Guidance on handling admission requests for summer born children.

### **Students with Statements of Special Educational Needs**

- a. All Year 6 students with Education, Health and Care Plan (EHCP) who reside within the designated area for the academy catchment will normally be entitled to a place at The Dean Academy, unless the outcome of their annual review in Year 6 specifies that another school would be more suitable. EHCP students from outside the designated area, or relocating within the designated area, will be considered on an individual case basis in line with usual academy admission procedures.

### **Waiting Lists**

- a. The school operates waiting lists for all year groups. The waiting lists are operated in accordance with the oversubscription criteria. The lists for Year 7, 8, 9 and 10 will continue into the next academic year.

### **Oversubscription Criteria**

Students will normally be admitted into Year 7 in September without reference to ability or aptitude. Where applications exceed the number of places available, students will be admitted to The Dean Academy on the basis of the following criteria and in the order stated:

- a. Children in Public Care (Looked After Children), including children who have previously been 'looked after' and later subject to an adoption residence, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- b. Children who have a sibling attending the academy and who will continue to do so when the younger child is admitted as at 1<sup>st</sup> September 2026. A sibling is defined as "a brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent's/carer's partner normally living in the same family unit at the same address.
- c. Proximity of the child's home to the academy, with those living nearest being accorded higher priority as measured in a straight line from the ordnance survey point of the child's home address (including flats) to the central point of the academy, using the Local Authority's computerised measuring system.

- d. In the event of over subscription in any particular category, we will follow procedure: "Where any particular category at points a - b is oversubscribed, criterion 3 (strongest geographical claim based on straight line distance) will be used to determine which child will be offered a place. In the event of a tie between two or more children when applying criterion 3 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the academy, a process of random allocation will be followed by the Governing Body.

**Notes:**

- a. Any application received after the closing date, as published by the Local Authority, will be considered after all the other on-time applications received.
- b. The academy is required to admit a child with an EHCP if that EHCP names the academy. This applies even if the academy is full.
- c. 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 function (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

**Admission of children outside of their normal age group**

- a. Requests to admit a child to the academy outside of the normal age group should be made by the Parent/Carer to the Admissions Authority. The Admissions Authority is The Athelstan Trust whose can be contacted via email: [outofyearadmissions@theathelstantrust.org](mailto:outofyearadmissions@theathelstantrust.org). The Trust will consider the individual circumstances of the child. The Parent/Carer should provide relevant background information including whether or not the child has previously been educated out of their normal age group.
- b. In the case of a summer born child whose parents / carers wish them to start primary school in the September after their 5th birthday, the request should be made at the same time as an application for a school place is made in the child's normal age group. (Children born from 1st April to 31st August are known as summer born children).
- c. In the case of a summer born child who started primary school in the September after their 5th birthday, the request to secondary school should be made when the child begins year 5. (Children born from 1st April to 31st August are known as summer born children).
- d. In considering the request, the Trust will review the information supplied and seek the view of the Headteacher of the school concerned. Decisions will be made on the basis of the circumstances of each case, in the best interests of the child concerned and in accordance with the School Admissions Code. The parent / carer will be informed, in writing, of the decision. If a parent/ carer wishes to query a decision to refuse a request for admission out of the normal age group, they may submit a complaint using the Athelstan Trust Complaints Policy, available from the Trust website.
- e. It should be noted a request for admission out of the normal age group is separate from an application for a school place. An admission request will therefore subsequently need to be made by the parent / carer as per the School Admission Policy. If the school is oversubscribed, priority for admission will be given as per the criteria set out in this Policy.

## In-Year Admissions

- a. To apply for a place at The Dean Academy other than at the specified dates of entry, parents should contact the school to obtain the In-Year Admission Form. The In-Year Admission Form should be completed and returned directly to the school.
- b. Where there are more applicants than places available, the school will maintain a waiting list according to the oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.
- c. Positions on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have a greater priority for a place against the school's admission criteria; for example, when new families move into the area or when other families who had not previously named the school as a preference, ask to go on the waiting list after the initial allocation date.
- d. The school has signed up to the In-Year Fair Access Protocols, which is managed by the Local Authority. Should a vulnerable child within these protocols require a place at the school, they will take precedence over any child on the waiting list.

## Appeals

Any applicant refused a place from Year 7 to 11 has the right to independent appeal. Details of the appeals process will be contained within the standard letter sent to unsuccessful applicants.

## Local Authority Admissions Procedures

For full details of admissions procedures and terms please refer to the Local Authority's school admissions guidance which can be found on their website [School admissions | Gloucestershire County Council](#).

Signed: 

Chair of Governors

Name: Amanda Deeks

Signed: 

Headteacher

Name: Hannah Rowlands

Date: 28<sup>th</sup> January 2026

HR/TW - Admissions Policy 2027 - 2028