



## Innovation, Aspiration and Excellence

### Admissions Policy – Academic Year 2026-27

|                                    |                                                            |          |   |
|------------------------------------|------------------------------------------------------------|----------|---|
| Policy & Procedure Number          | HS001                                                      |          |   |
| School Link                        | Michael McCulley                                           |          |   |
| Principal                          | Michael McCulley                                           |          |   |
| Chair of the Local Governing Board | Johanne Thomas                                             |          |   |
| Category                           | Admissions                                                 |          |   |
| Authorised By                      | Board of Trustees                                          |          |   |
| Author(s)                          | Board of Trustees                                          |          |   |
| Last revised by                    |                                                            | Sep 2024 |   |
| Version                            | 6.0                                                        |          |   |
| Status                             | Under Review:                                              |          |   |
|                                    | Approved and Adopted:                                      |          | ✓ |
| Issue Date                         | SEPTEMBER 2024                                             |          |   |
| Next Review Date                   | REVISED OCTOBER 2026 IN RESPONSE TO DFE SIGNIFICANT CHANGE |          |   |
| PRINTED COPIES ARE UNCONTROLLED    |                                                            |          |   |

## Contents

|                                                                                  |    |
|----------------------------------------------------------------------------------|----|
| Houlton School Admission Arrangements for 2026-27.....                           | 3  |
| 1. Introductory Statement.....                                                   | 3  |
| 2. Admission Number.....                                                         | 3  |
| 3. Application Process .....                                                     | 3  |
| 4. Oversubscription Criteria.....                                                | 4  |
| 5. Tie Break .....                                                               | 5  |
| 6. Families of multiple births.....                                              | 5  |
| 7. Late Applications.....                                                        | 5  |
| 8. Admission of children outside normal age group.....                           | 5  |
| 9. Pupils below compulsory school age.....                                       | 6  |
| 10. Waiting Lists.....                                                           | 6  |
| 11. Appeals .....                                                                | 7  |
| 12. In-Year admissions.....                                                      | 7  |
| 13. In-Year Fair Access Protocol .....                                           | 7  |
| 14. Sixth Form Entry.....                                                        | 7  |
| 15. Notes.....                                                                   | 8  |
| Home Address.....                                                                | 8  |
| Sibling (brother or sister attending the academy at the time of admission) ..... | 9  |
| 16. Priority Area Map.....                                                       | 10 |

# Houlton School Admission Arrangements for 2026-27

## 1. Introductory Statement

Houlton School is a secondary free school academy located to the east of Rugby on the Houlton development site. The academy caters for pupils aged between 11 and 18 years of age across seven-year groups, including sixth form provision. The academy opened to Year 7 pupils only in September 2021, initially accepting 180 pupils into Year 7.

Following

This policy sets out the way admissions at Houlton School will be determined for

- Reception entry in September 2026
- Year 7 entry in September 2026.
- Post-16 entry for September 2026

More information about Houlton School can be found at [www.houltonschool.org.uk](http://www.houltonschool.org.uk)

Houlton School is an academy and is part of the Transforming Lives Educational Trust (TLET), which is responsible for its operation. More information about TLET can be found at [www.tlet.org.uk](http://www.tlet.org.uk)

## 2. Admission Number

The academy has a published admission number (PAN) of

- 30 pupils for entry in Reception
- 180 pupils for entry in Year 7 in 2026-27.
- 30 external applicants in Year 12 that meet the entry criteria

The academy will, accordingly, admit this number of pupils if there are sufficient applications. Where fewer applications than the published admission number for the relevant year group are received, TLET will offer places at the academy to all those who have applied.

## 3. Application Process

Houlton School will coordinate with the Local Authority (LA) to process school offers. This means you will need to complete your LA Common Application Form (CAF):

Warwickshire: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

Northamptonshire: [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions)

Leicestershire: [www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions)

The national closing date for application for Reception admissions is **15 January 2026**. Offers will be made on the national offer day of **16 April 2026**.

The national closing date for application for Year 7 admissions is **31 October 2025**.

Offers will be made on the national offer day of **1 March 2026**.

#### **4. Oversubscription Criteria**

The criteria in this section apply to entry at all phases of the academy; therefore, the same criteria will apply to in-year admissions.

When the academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the academy, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children who are in the care of, or provided with accommodation by, a local authority, and children who were looked after<sup>1</sup> by a local authority but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Places will then be allocated to the inner and outer priority areas as follows:
  - a. Places will first be allocated to children living within the Priority Area One who will have a sibling at the academy at the time of admission;
  - b. Places will then be allocated to children living within the Priority Area One;
  - c. Next, places will be allocated to children living within the Priority Area Two<sup>2</sup> who will have a sibling at the academy at the time of admission;
  - d. Then, places will be allocated to children living within the Priority Area Two.

The priority area for this academy can be viewed on the Warwickshire County Council website at: <http://www.warwickshire.gov.uk/mapsecondaryschools>

3. Next, places will be allocated where the child is the son/daughter of a permanent member of staff at Houlton School who has been employed for a period of two years

---

<sup>1</sup> 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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. 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. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in this document mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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. A copy of any relevant documents may be requested by Warwickshire Admissions Service as evidence at any time during the admissions process.

<sup>2</sup> Houlton School's additional Priority Area 2 has been drawn to include an area north of Rugby Borough. This is in place as a temporary measure to support Warwickshire County Council's sufficiency planning for school places in the wider borough.

or more at the time of the academic year when the application is made or who fills a demonstrable skills shortage, and who will have a sibling at the academy at the time of admission;

4. Then, places will be allocated where the child is the son/daughter of a permanent member of staff at Houlton School who has been employed for a period of two years or more at the time of the academic year when the application is made or who fills a demonstrable skills shortage;
5. Next, remaining places will be allocated to other children living outside the priority areas who will have a sibling at the academy at the time of admission;
6. Finally, any remaining places will be allocated to other children living outside the priority areas.

## **5. Tie Break**

For applicants allocated the same criterion in categories 2-6 above, priority is given in order of distance between the child's home and Houlton School (shortest distance equals highest priority). Distance will be calculated by a straight-line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of Houlton School. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data. Where the distance from home to the academy is identical, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out independently of the academy by our nominated admissions authority, Warwickshire Admissions Service.

## **6. Families of multiple births**

Where there is a family of multiple births and they receive the 180th place, we will accept all children from the multiple birth residing at that household over the PAN.

## **7. Late Applications**

All applications received by the academy after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the academy is oversubscribed, parents may request that their child is placed on the academy's waiting list.

## **8. Admission of children outside normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal

year group is being requested and the year group in which they wish their children to be allocated a place.

When such a request is made, TLET will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent/carer.

## **9. Pupils below compulsory school age**

By law, parents must ensure that their children are receiving suitable full-time education at the beginning of the term after their 5th birthday, which is when a child reaches compulsory school age. Houlton School offers places for children to be admitted to Reception class in the September at the start of the academic year in which they reach five years of age.

Parents may defer their child's admission to the Houlton School until later in the school year, but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year of which the offer was made. In these cases, the place offered to the child will be retained.

In the case of summer born children (i.e. those born between 1 April and 31 August), parents may delay entry for a full year until their child reaches compulsory school age; however, any place offered will be withdrawn and the parents will have to reapply for admission the following year in the usual way. That application would be for Year 1 unless a request for admission to Reception Year outside normal age group had been made and agreed.

A parent has the right for their child to be admitted on a part-time basis during the Reception year but not beyond the point that they reach compulsory school age. This can be combined with deferral, if desired (e.g., deferral and then part-time attendance).

## **10. Waiting Lists**

Any child who is refused a place at this academy will be automatically added to the academy's waiting list. Waiting lists will be held by Warwickshire Admissions Service.

Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as vacancies arise.

A child's position can move both up and down the waiting list as other pupils are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on an academy's waiting list is irrelevant.

Waiting lists will be held until the end of the Autumn term. Parents / Carers will be responsible for contacting Warwickshire's Admissions Service should they wish for their child to remain on the waiting list and will be required to complete a new in-year application form.

## **11. Appeals**

All applicants refused a place have a right to appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact Warwickshire Admissions Service by for information on how to appeal.

Information on the timetable for the appeals process is available on the Local Authority website at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

## **12. In-Year admissions**

Applications can be made directly to Warwickshire Admissions Service, which coordinates in-year admission arrangements, at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

## **13. In-Year Fair Access Protocol**

Houlton School participates fully in Warwickshire's In-Year Fair Access Protocol.

## **14. Sixth Form Entry**

Houlton School has an open access Sixth Form catering for pupils from Rugby and surrounding areas in a comprehensive and inclusive environment. All applications are treated on their own merit.

The published admission number (PAN) for Houlton School Sixth Form for external admissions to Year 12 is 30. Pupils in Year 11 at Houlton School are entitled to a place provided they meet the minimum entry and subject- specific academic requirements. Where fewer Year 11 pupils at Houlton School accept a place in Year 12, more places may be offered to external applicants.

Houlton School Sixth Form has courses which cater for a range of pupils and details of entry criteria are available in our Sixth Form Prospectus.

[https://www.houltonschool.org.uk/assets/Documents/Attachments/Houlton-Sixth-Form-Prospectus\\_.pdf](https://www.houltonschool.org.uk/assets/Documents/Attachments/Houlton-Sixth-Form-Prospectus_.pdf)

The process of Sixth Form application is as follows:

1. Open Evening for all prospective Sixth Form pupils takes place during September of the year preceding entry to Sixth Form.

2. The completion and receipt of application form to Houlton School before the advertised date in December of the year preceding entry to Sixth Form.
3. On receipt of a completed application, a meeting will be arranged. The meeting is intended to ensure that all pupils make informed choices and that the choices reflect a pupil's aspirations and future plans.
4. Offers will be made by (date t.b.c)

An offer of places will be made on the following basis:

- Pupils seeking entry to the Sixth Form must have five or more Level 2 qualifications (GCSEs or equivalent) or above with grades 9-4 including English and Maths.
- In addition, there are specific Level 2/GCSE equivalent requirements for individual subjects detailed in the Sixth Form Prospectus.

The same entry criteria will apply for all applicants, whether external or moving from Houlton School's year 11.

Where more external applicants that meet the entry criteria apply than the places available, applications will be prioritised based on the oversubscription criteria on page 4 of this admissions policy.

Where applicants are not successful, they will be offered an appeal in accordance with Section 11 above.:

Offers of places are made subject to the entry requirements being met, and to there being places in the student's chosen subjects.

## **15. Notes**

### **Home Address**

The home address is where the child normally lives. Where a child lives with parents with shared parental responsibility, each for part of the week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, the parents will be asked to determine which residential address should be used for the purpose of admission to the academy. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then address used will be the address where the child spends the majority of the school week.

**Sibling (brother or sister attending the academy at the time of admission)**

Sibling is defined as: a brother or sister; a half brother or sister; an adopted brother or sister; a step-brother or sister, or the child of the parents' partner, where the child for whom the academy place is sought is living in the same family unit and at the same address as that sibling.

## 16. Priority Area Map

We have two priority areas. The second priority area is a temporary area in place to support Warwickshire County Council's sufficiency planning whilst the wider Houlton development is still under construction. Once all six forms of primary-phase entry are established on the Houlton development, this second priority area is intended to be withdrawn so that priority area one focuses on children living on the Houlton development. An illustrative version of the map for our priority areas is included below for your convenience.

The map shown is for illustrative purposes only. Interactive versions of the map are online at [www.warwickshire.gov.uk/mapsecondaryschools](http://www.warwickshire.gov.uk/mapsecondaryschools). The version online is the most up to date and where discrepancies occur between the map within this policy and online, the online map is the definitive version. If, after consulting the online maps, you are still unsure about whether you are within the priority area, please contact Warwickshire Admissions Service [admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk) or 01926 410 410, **Option 3**.

