Transforming Lives

EDUCATIONAL TRUST

HOULTON

SCHOOL

Admissions Policy for Houlton School

2028-2029

Admissions Policy – Academic Year 2027-28

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Houlton School Admission Arrangements for 2027-28

1. The TLET Way

Transforming Lives Educational Trust (TLET) is a family of academies. Every TLET policy is rooted in and reflects our ambitions for pupils, students and wider stakeholders alike. Our ambitions are to Nurture Potential, Inspire Community and Deliver Excellence.



2. Definition of terms

Admission Authority - The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, For Academies, this body is the Academy Trust.

Admission Arrangements - The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

Admission Number (or Published Admission Number – (PAN) - The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

Determination Year - The school year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.

Oversubscription - Where a school has a higher number of applicants than the school's published admission number.

Oversubscription Criteria - This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

The Academy- Houlton School

The Trust- Transforming Lives Educational Trust.

Waiting Lists - A list of children held and maintained by the admission authority when the school has allocated all its places, on which children are ranked in priority order against the school's published oversubscription criteria.

3. Rationale and Statutory Requirements

3.1 This policy is subject to The School Admissions Code ('the Code') which was issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998')1. The Code has been made following a consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

This Code came into force on 1 September 2021 and, unless otherwise stated, applied with immediate effect. The Code applies to admissions to all maintained schools in England. It should be read alongside the School Admission Appeals Code and other guidance and law that affect admissions and admission appeals in England.

3.2 This Code imposes mandatory requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions by the bodies listed below:

a) Admission authorities of maintained schools as defined in Section 88(1) (a) and (b) of the SSFA 19982

b) Governing bodies and local authorities (when not admission authorities)

c) Schools Adjudicators

d) Admission Appeal Panels.

These bodies have a statutory duty to act in accordance with the relevant provisions of the Code.

It is the responsibility of admission authorities to ensure that admission arrangements are compliant with this Code.

Where a school is their own admission authority, this responsibility falls to the governing body or Academy Trust.

3.3 All admission authorities must determine their admission arrangements, including their PAN, every year, even if they have not changed from previous years and a consultation has not been required by 28 February in the determination year. Once admission authorities have determined their admission arrangements, they must notify the appropriate bodies and must publish a copy of the determined arrangements (this policy) on the school's website or their own website (in the case of a local authority) by 15 March in the determination year and continue displaying them for the whole offer year (the school year in which offers for places are made). Admission authorities must also send a copy of their full, determined arrangements to the local authority as soon as possible before 15 March in the determination year.

4. Scope

This policy refers to:

Parents/Carers	✓	**Trustees**	✓
Employees		**Volunteers**	
Pupils/Students		**Visitors**	
Governors	✓	**Community**	

5. Principles

5.1 As the Admission Authority, TLET will ensure that the practices and the criteria used to decide the allocation of school places are fair, clear, and objective.

5.2 As the Admission Authority, TLET will not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil.

5.3 Parents should be able to look at this set of arrangements and understand easily how places for that school will be allocated.

6. Policy 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. More information about Houlton School can be found at **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

Transforming Lives Educational Trust (TLET) is the Admission Authority for Houlton School. Responsibility for the admission of pupils rests with TLET which is the Admissions Authority, and which will act in accordance with the School Admissions Code 2021 and the School Admission Appeals Code 2022. In discharging these responsibilities in relation to Year 7, TLET have engaged Warwickshire County Council's Admissions Service (Warwickshire Admissions Service) to operate the process on the school's behalf.

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

- Reception entry in September 2027
- Year 7 entry in September 20267
- Post-16 entry for September 2027

7. Admission Number

The academy has a published admission number (PAN) of

- 30 or 60 pupils for entry in Reception
- 180 pupils for entry in Year 7
- 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

8. 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**

Northamptonshire: **www.northamptonshire.gov.uk/admissions**

Leicestershire: **www.leicestershire.gov.uk/admissions**

The national closing date for application for Reception admissions is **15 January 2028**.

Offers will be made on the national offer day of **17 April 2028.**

The national closing date for application for Year 7 admissions is **31 October 2027**.

Offers will be made on the national offer day of **1 March 2028**.

9. 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, at the time of admission, are in the care of, or provided with accommodation by, a local authority, and children who were previously looked after by a local authority but ceased to be so because they were adopted or became subject to child arrangements order or a special guardianship order, 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. A looked-after child is defined in Section 22 of the Children Act 1989.[1]

[1] *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*

2. Places will then be allocated as follows:
    a. Places will first be allocated to children living within the Houlton School Priority Area who will have a sibling[2] at the academy at the time of admission.
    b. Places will then be allocated to children living outside the priority area who will have a sibling at the academy at the time of admission
    c. Places will then be allocated to children living within the Houlton School Priority Area;

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 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. Finally, any remaining places will be allocated to other children living outside the priority area.

10. Tie Break

For applicants allocated the same criterion in categories 2-5 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,

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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.

[2] 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.

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 Warwickshire Admissions Service.

11. Home address

The applicant's home address is defined as the only or main permanent residential address, at the closing date for applications, where the child usually resides, and which is the usual address of the parent/carer with main responsibility for the child. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire Admissions Service using a random number generator to determine which application to process. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friend's or relative's address will not be considered for allocation purposes. Addresses involved in child-minding arrangements (professional or with relatives) are excluded. If a child's home address changes during the admissions process, it is the responsibility of the parent/carer to inform Warwickshire Admissions Service immediately. Where there is a proposed house move taking place during the admissions process Warwickshire Admissions Service may only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by its deadlines. Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place can be withdrawn.

12. Families of multiple births

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

13. 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. Late applications will be considered alongside on-time applications if there is written evidence of exceptional and compelling reasons for the late application. Such circumstances will be considered by the admission authority (TLET) and the LA. If, following consideration of all applicants the academy is oversubscribed, parents may request that their child is placed on the academy's waiting list.

14. 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.

15. 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).

16. 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. Offers will be made from the waiting lists as vacancies arise

Waiting lists will be held until 31 December of each year of admission. Parents / Carers will be responsible for contacting Warwickshire's Admissions Service should they wish for their child to remain on the waiting list.

17. 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**

18. In-Year admissions

Applications can be made directly to Warwickshire Admissions Service, which coordinates in-year admission arrangements, at **www.warwickshire.gov.uk/admissions**

19. In-Year Fair Access Protocol

Houlton School participates fully in Warwickshire's In-Year Fair Access Protocol. The Fair Access Protocol can be found here https://api.warwickshire.gov.uk/documents/WCCC-205639421-410 and a parent/carer guide can be found here https://www.warwickshire.gov.uk/moving-schools-within-school-year/child-admitted-fair-access-protocol

20. 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

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.

21. Notes