



**THISTLEY HOUGH
ACADEMY**
*Creative
Education
Trust*

Thistley Hough Academy Admissions Policy

2027/28

Reviewed: September 2025

Reviewed by: Principal

Ratified by: Chair of Academy Council

Review date: September 2026

1. Basic principles

- 1.1. The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admissions Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be reference to the Local Governing Body of the Academy (The latter is a sub-committee of the Creative Education Trust (CET) Board and is the local presence of the Board with representatives from the school community, the local community and regional businesses and organisations). In particular, the Academy will take part in any Co-ordinated Admissions System operated by the LA.
- 1.2. Although the Academy is its own Admissions Authority, for all students joining the Academy from primary settings into Year 7, Stoke-on-Trent City Council will administer the admission process.
- 1.3. The Academy will admit children with a Statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) where the Academy is named in the Statement/Plan, without reference to oversubscription criteria outlined below, and this will reduce the number of places available.

2. Admission Arrangements – Year 7

- 2.1 The Academy has an admission number of 210 for Year 7. The Academy will admit the admission number of pupils in the relevant age group each year if sufficient applications are received. If there are more applications, the oversubscription procedure will be applied.
- 2.2. The Academy will consider all applications for places. Where fewer than 210 applications are received, the Academy will offer places to all those students who have applied.
- 2.3 In the event of over-subscription, and following the allocation of places to pupils who have an SEN Statement or EHCP, when there are more applications than places available, places will be offered in accordance with the following order of priority:
 1. Looked after children or children who were previously looked after including 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. 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

2. Children of staff employed at the school
 - a. where the 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
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 3. Children who have an elder brother or sister at the school at the time of application and who will still be attending at the time of admission.
 4. Children who are on roll at Harpfield Primary school at the time of application.
 5. Children who live nearest to the Academy measured by “as the crow flies” from their normal family home to main entrance of the Academy. When dealing with multiple applications from a block of flats to the Academy, a random allocation will be applied. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, “their normal family home” is where the majority of school nights (Sunday to Thursday) are spent.
- 2.4. If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the Academy as measured by straight line as per point 3 below. Any reasons put forward by parents in support of their preference will also be considered. These reasons should be supported with evidence wherever possible. If the reasons concern the child’s health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If it is considered that the reasons are sufficiently strong, the child will be placed on the school list above those whose position is based upon the distance criterion.
- 2.5. Once the year group is full, a waiting list based on these criteria will be held until the end of December of that academic year.
- 2.6. Following the offer of a place at the Academy parents/carers will be asked to provide evidence of their child’s identification and main residence. Should it be subsequently found that the offer was obtained through a fraudulent or intentionally misleading application, the place will be withdrawn. The forms of identification may include:
- a) Birth certificate - preferably a full certificate
 - b) NHS registration
 - c) Council tax bill
 - d) Two current (i.e. less than six months old) utility bills
 - e) Passport

- 2.7. For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or stepbrother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.
- 2.8. The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. This will usually be the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be used. Where a child lives for part of the week with each parent separately, their main home address will be deemed to be the address at which the child lives for 51% or more of their time from Monday to Friday during school term times. Where there is a dispute over which address is the child's main home address, the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be deemed to be their main home address.

3. Distance from the Academy

Distance will be measured in a straight line from the child's main home point to Thistley Hough Academy's main entrance using the Local Authority's computerised measuring system.

4. Tie Breaker

As stated above, places will be allocated within each priority according to the proximity of the child's main home address to the Academy main entrance. Where distance from the academy is equal for two or more applications, such as in the case of children living in the same block of flats, places will be allocated by independently verified random allocation.

5. Twins and Children from Multiple Births

Where a child who is a twin or a child from a multiple birth has achieved a place in the usual way, but there are no places remaining to admit their twin or siblings from a multiple birth, the Academy will admit the twin or siblings from a multiple birth over and above the Academy's published admission number (PAN).

6. Children of UK Service Personnel and other Crown Servants

The Academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the Academy's area, or from a crown servant family returning from overseas to live in the Academy's area, as if they live in the area of the Academy even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the Academy's oversubscription criteria.

7. In-year Admissions

Where places for children in other year groups are sought (Years 7 to 11) outside the normal admissions round, an application form is available from the Academy and this should be completed and returned to the Academy as early as possible. All current applications for places will be considered once a week and if sufficient places are available these will be offered to all applicants. In the case of oversubscription, the criteria detailed in 2.3 will be applied and details of any applicants who cannot be accommodated at the Academy will be passed to Stoke on Trent City Council for placement at an alternative school, or parents can request their child/children to be placed on the waiting list as detailed in point 8 or appeal the decision as in point 9.

8. Waiting lists

Once all places have been filled, the Academy will maintain a waiting list for each year group. The names of all children who are unsuccessful in achieving a place in Year 7 will be automatically added to the waiting list for the first term of the academic year until 31 December. This is held in coordination with Stoke-on-Trent LA. After that date, the children's names will be removed unless parents notify the Academy that they would like their child's name to be kept on the waiting list until the end of the academic year. Thereafter, waiting lists for Year 7 and for Years 8 and 9 will be maintained for a period of 40 school days from the date of refusal of a place or until the last day of the 2026 summer half term, whichever is the sooner. Waiting lists will not be maintained for key stage 4 (Years 10 and 11).

Where an application for admission into a different year group, or in-year admission, has been unsuccessful, parents will be asked if they would like their child's name to be added to the waiting list for that year group. The waiting list will be maintained until the end of the summer term.

A child's position on the waiting list will be ranked solely in accordance with the order

of priority set out above, and not in accordance with the date that the child's name was added to the waiting list. This means that the child's name may go up or down in ranking on the waiting list, as other children are added or removed.

Where a place becomes vacant in any year group, the place will be offered to the child ranked first on the waiting list for that year group. Where two or more children on the waiting list live an equal distance from the Academy, they will be jointly ranked until a place becomes available for one of them. At that time, the place will be allocated by independently verified random allocation in accordance with the tie breaker outlined above

9. Appeals

If a parent/carer's application for a place at the school is unsuccessful, full details in respect of appeals will be included in all decision letters. However, appeals should be submitted to appeals@thistleyhoughacademy.org.uk no later than 20 days from the date of the decision. If additional supporting evidence is required as part of the appeal, parents/carers must submit this within the times specified.

The admission appeals are managed by an independent appeals clerk and heard by an independent panel. The determination of the admissions appeal panel is in accordance with the Schools Admission Appeals Code (2022).

Right of appeal is not applicable to the parent/carer of a child who has been permanently excluded from two schools. This applies to a twice-excluded pupil for a period of two years beginning with the date the last exclusion took place.

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