

ADMISSIONS POLICY - 2024/25

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VERSION CONTROL

Version No:	Type of change	Date	Revisions from previous version
V1.0	Annual Review	Sept 22	Review and date changes only.
1.1	Annual Review	Feb 2023	Review, date changes only.
1.2	Interim Review	Nov 2025	All references to Crossway Academy updated to Crossway Enhanced Provision

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1. STATUS

- a Statutory.

2. GUIDELINES

2.1 General Principles

- a. The main principle of admission to Haywood Academy is to maintain the character of the Academy as a comprehensive school, providing for the needs of young person's within the 11-18 age range, who live in Burslem/Tunstall and the surrounding areas. We have strong links with local primary schools with which we collaborate on both curriculum initiatives and staff training.
- b. We are an 'inclusive' Academy and welcome all applications. Academy dress is intended to encourage a professional appearance and a pride in the Academy. We have tried to keep this at a reasonable cost while maintaining a level of conformity and are pleased to discuss any concerns you may have about Academy dress items. Admission to our Academy is not dependent on any voluntary contribution and we have a full range of extra-curricular activities available to all students. We also have a full programme of visits for which a charge may be made but again are pleased to discuss any concerns anyone may have.
- c. Students will be admitted at the age of 11+ without reference to ability or aptitude in line with the agreed admission number. The admission number for September 2025 is 210 in Year 7. In Year 12 for students new to the Academy there will be 30 places.
- d. Where the Academy has fewer applicants than places available, all applicants will be offered a place. Where the Academy has more applicants than places, the oversubscription criteria in section 2 will be applied.
- e. The Academy is under a legal duty to admit a student with an Education, Health and Care plan that names the Academy. This may reduce the number of places available to other applicants.
- f. In Year admissions will be considered in accordance with the policy.

2.2 Procedures

2.2.1 Oversubscription

- a. In the event of over subscription, admissions will be determined using the following criteria:
 - i. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), 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
 - ii. Children with a sibling (See section 3 Definitions) who are on our Academy roll up to the end of Year 13 when the application is made.
 - iii. Children on roll in a City Learning Trust Partner Primary School/Academy. (See our website admissions tab for the up to date list).
 - iv. Children on roll at a Partnership Primary School/Academy. (See our website admissions tab for the up to date list).
 - v. Children of members of staff provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
 - vi. Proximity of the child's home to Haywood Academy using a straight-line from the centre of the Academy with those living nearest to Haywood Academy being given priority.
- b. Proof of residence may be required.
- c. Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple births. The admission number (AN) may be exceeded in such cases.
- d. Where there are two or more applications and fewer places available within any oversubscription category, priority will be given to the applicants whose permanent address is closer to the Academy as measured by a straight line measurement.

2.2.2 Waiting Lists

- a. The Academy intends to hold waiting lists for any oversubscribed Year group until the end of the academic year.
- b. Applications for inclusion on a waiting list must be made on the Academy's appropriate form and they will be ranked according to our oversubscription criteria as described above.

2.2.3 Appeals

- a. Parent/Carers who wish to appeal against the decision of the Governors to refuse their child a place in the Academy may apply in writing to The Clerk to the Admissions Committee, who will then make the necessary administrative arrangements for you to appeal to the Independent Schools Appeals Panel.
- b. All appeals should be heard by the same panel and it is difficult to slot in late applications. We try to arrange appeals before the end of May.
- c. The decisions of the Schools Appeal Panel are binding on the Academy Local Governing Committee and Parent/Carers.

2.3 Definition and Details

- a. City Learning Trust School: (Please see website for up to date list)
- b. Our Partner Primary schools are: (Please see website for up to date list)
- c. For admission purposes a sibling is a brother or sister who lives at the same address and who is the brother/sister half-brother/sister (i.e. share one common Parent/Carer or step-brother/sister i.e. related by a Parents/ Carer's marriage or civil partnership) of the child for whom the place is being requested. It also includes any other child living at the same address under the terms of a Residence Order.
- d. Under the Children Act 1989, a looked after child is a reference to section 22(1) which states that a child will be deemed to be looked after by a local authority where the child is:
 - i. in their care; or
 - ii. provided with accommodation by the authority for a continuous period of more than 24 hours in the exercise of any functions (in particular those under this Act) which stand referred to their social services committee under the Local Authority Social Services Act 1970.
 - iii. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), 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.

3. SIXTH FORM ADMISSIONS TO CITY COLLEGE

- a. This The admission arrangements outlined within this document apply to admissions to City College for the 2025-2026 academic year. The arrangements apply to all children transferring from Year 11 to Year 12. Applications should be made direct to the Academy on City College's Pathways form (internal) or City College application form (external). These are available from both the website and the Academy direct.
- b. The entry requirements for entry to the A-Level courses is a minimum of 5 in both English and Maths and a minimum grade 5 in the subject chosen (other subjects may have specific criteria).
- c. The entry requirements for the BTEC Vocational qualifications is 5 GCSEs 9-4 or 5s in Maths and English with 3 other GCSEs 9-4. (However students with 3 – 5 GCSEs meeting the benchmark of 5s or Bs as appropriate will be considered on a case by case basis).
- d. The Academy Principal will review each application on a case-by-case basis.
- e. The entry requirements for the Business & Enterprise course is dependent on aptitude.
- f. A student who has an Education Health Care Plan who names City College as their preferred 6th form provision will be admitted subject to achieving the necessary grades for access onto the course they have chosen or appropriate work experience opportunities.
- g. Every effort will be made to meet individual needs, but although a place at City College is offered there is no guarantee that a course in a subject will run if demand is small or a course cannot be staffed, nor can a place be guaranteed on an oversubscribed course. If a course can run and is oversubscribed the following criteria will be used; students with the highest average point score followed by highest grades in that subject will be admitted first. Similarly, no guarantee can be made that all combinations of subjects will be possible.
- h. Students will be admitted into the Sixth Form at the start of the Autumn term in each school year although there may be some occasions when students transfer during an academic year.
- i. In the case of oversubscription, applicants will be enrolled in the order of priority as follows:
 - i. Students in Year 11 at Haywood Academy will be given first priority.
 - ii. Any remaining available places will be allocated for students new to City College from other schools up to the admission number of **30** using the following oversubscription criteria:

- Children in care.
 - Students who already have a sibling attending the Academy, at the time of application.
 - Proximity of the student's home to City College, Burslem Campus, (School of Art building) using a straight-line from the centre of the City College, Burslem Campus with those living nearest being given priority.
 - Exceptional social or medical circumstances which must be supported by a written medical report from a Hospital Consultant and/or GP which set out the particular reasons why City College is the most suitable 6th form provision and what difficulties would occur if the child had to go elsewhere.
- j. The entry criteria for admission to the Sixth Form shall be the same for students on roll at Haywood Academy as they are for students from other schools
- k. A student who has an Education Health Care Plan who names City College as their preferred 6th form provision will be admitted subject to achieving the necessary grades for access onto the course they have chosen. Any student refused the offer of a place in Year 12 has the right to an independent appeal panel. Parents/Carers who wish to appeal against the decision of the Governors to refuse their child a place in the Sixth Form Academy may apply in writing to The Clerk to the Admissions Committee, who will then make the necessary administrative arrangements for you to appeal to the Independent Schools Appeals Panel.
- l. The decisions of the Schools Appeal Panel are binding on the Academy Governing Committee and Parents/Carers.

3.1 Year 13 Admissions

- a. Students will be admitted to Year 13 based on a successful completion of Year 12.
- b. Enrolment for Year 13 will take place in August 2025 to review the Year 12 outcomes, attendance, attitude to learning and homework completion.

4. MONITORING ARRANGEMENTS

- a. This document will be reviewed annually, but may be reviewed and updated more frequently if necessary.

5. LINKS WITH OTHER POLICIES

- a. None.

6. ADDENDUM

- a. Admissions to Crossway Enhanced Provision (Alternative Provision) attached to Haywood Academy are strictly managed through a referral process by the Stoke-on-Trent City Council. This means that students cannot apply to join this provision directly using the schools admissions process, as outlined in this policy. Instead, these students must be referred by the City Council based on specific needs, often when the student requires additional support or a learning environment that differs from the mainstream setting. Referral from the City Council are exclusively for students who have already received a Permanent Exclusion from another mainstream school or are dual-registered with another school as they are at risk of receiving a Permanent Exclusion.
- b. Crossway Enhanced Provision serves as a specialised setting to support students facing challenges such as behavioural, social, emotional or medical needs that may impact their ability to thrive in a mainstream classroom. Only those students referred by the City Council, who meet the criteria for admission to Crossway Enhanced Provision, are admitted. All other students requiring a place at Haywood Academy either for normal round admission or in-year admissions will follow the guidance set in the main body of the admissions policy. Admissions to Crossway Enhanced Provision will not prejudice the admission of other students requiring a place at Haywood Academy.

APPENDIX A

Medical Need and Hardship

- a. Medical grounds must be supported by documentary evidence from at least one consultant, medical practitioner or other social care professional. The evidence should set out the particular reasons why Trentham Academy is the most suitable Academy and the difficulties/hardship that would be caused if the child had to attend another school.
- b. The evidence must be obtained by the applicant and sent directly to the Academy at the point of application; higher priority will not be given to children under this criterion if required documents have not been produced.
- c. A subgroup of the governors will consider each such case on individual merit and make objective and consistent decisions.

APPENDIX B

Children whose parent(s) work at the Academy

- a. This criteria will be applied in the case of a member of staff who has either:
 - i. been employed by the Academy for at least two years before the application, or
 - ii. been recruited to fill a vacant post for which there is a demonstrable skill shortage
- b. It relates to the parent of a child who shares a 'home address' as above. The definition of 'parent' will include:
 - i. The natural parent of a child
 - ii. A step parent or adoptive parent
- c. A person living as the partner of the child's natural parent (as part of a civil partnership or otherwise).