

# Admissions Policy

Academic year 2025- 2026



**Review Date**

January 2024

**Ratified**

23 January 2024

**Next Review Date**

January 2025

**Responsible Person**

CEO

# Our Trust

*These four critical questions make it clear who we are and what we do.  
We ask ourselves these questions to guide our work and our improvement.*

## Why do we exist?

To **transform life chances** by achieving the highest possible standards and preparing all our students to lead successful lives.

## How do we behave?

- **Hard work**  
*We are determined to see things through to the end and are resilient when faced with challenges.*
- **Integrity**  
*We do the right thing because it is the right thing to do.*
- **Teamwork**  
*We work together to help everyone succeed.*

## What do we do?

- We educate, safeguard and champion all our learners.
- We set high standards for ourselves and our learners.
- We build the powerful knowledge and cultural capital which stimulate social mobility and lifelong learning.

## How will we succeed?

1. Aligned autonomy
2. Keeping it simple
3. Talent development

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# 1. Legal Framework and Guiding Principles

1.1 Academy Transformation Trust is a multi-academy trust consisting of academies in the East and West Midlands and in the East of England. Our Trustees are the admissions authority for all our academies, and they apply all aspects of the regulations and procedures detailed in this policy fairly and equally to all those who wish to attend one of our academies.

1.2 This policy has due regard to the following legislation and any regulations thereunder:

- The *School Admissions Code* (2021)
- The *School Admission Appeals Code* (2022)
- The *Equality Act* (2010)
- The *Human Rights Act* (1998)
- The *School Standards Framework Act* (1998)

Further information on the regulations related to academy admissions can be found [here](#).

1.3 All children with an Education, Health and Care Plan (EHCP) that specifies the academy as the placement school will be automatically admitted. Information on each academy's local SEN offer can be found on that academy's website.

1.4 Where fewer applications are received than the number of places available for a relevant age group (i.e., the normal age that pupils are admitted to the academy), all applicants will be offered a place.

1.5 Where there are more applications than places for a relevant age group, the oversubscription criteria detailed at 5.1 will be used to determine which children are offered a place.

1.6 The Local Governing Body (LGB) for each academy has responsibility, on behalf of ATT's Directors, for monitoring the application of this policy to ensure fairness and consistency across our Trust.

1.7 For the purposes of this policy, working days are defined as days when the relevant academy is open to pupils.

## 2. How to Apply for a Place at One of Our Academies

- 2.1 If you are applying for a place during the normal admissions round, you should use the Common Application Form (CAF) provided by the local authority for the area in which you live (known as your home local authority).
- 2.2 The normal admissions round refers to applications to start at the academy in the appropriate age group and when other children are normally admitted. Please see [Section 3](#) for details regarding in-year admissions and [Section 11](#) for how we deal with other specific circumstances.
- 2.3 Not all local authorities refer to the application form as a CAF and many now provide the option to apply online. You should check the application process for your home local authority by visiting their website. (see [4.3](#) for the relevant LAs in which our academies are situated). Ensure that you submit your application either in writing or online, but not by both methods. For the purposes of this policy, this type of application process will be referred to as CAF submission.

LA website links:

[Essex](#)

[Norfolk](#)

[Nottinghamshire](#)

[Sandwell](#)

[Staffordshire](#)

[Stoke on Trent](#)

[Suffolk](#)

[Thurrock](#)

[Walsall](#)

[Warwickshire](#)

- 2.4 The deadline for applications during the normal admissions round, to take up a place in September 2025, is:
- 31 October 2024 for admissions into Year 7 and Year 12
  - 15 January 2025 for admissions into Reception.
- 2.5 Applications received after the deadline will be treated as late applications and considered in accordance with the relevant home local authority's co-ordinated scheme. Details of this will also be available on your home local authority's website.
- 2.6 Applications submitted later than the start of the academic year (after 1 September 2025) must be submitted as an in-year admission (see [Section 3](#)).

2.7 For admission into any year groups other than those mentioned at 2.4, or after the deadline, see [Section 3](#) below.

## 3. In-Year Admissions

3.1 In-year admissions occur when an application for admission is made outside the normal admissions round. Since 1 September 2021, all in-year admissions are conducted by individual ATT academies.

3.2 For **all** our academies, initial applications for in-year admissions should be made directly to the academy. Applications will be considered by a panel of 3 members, established by the governing body, which consists of a senior member of staff in charge of admissions in the academy together with 2 others from amongst:

- The Local Governing Board
- Trust Leaders
- External admissions consultants.

3.3 The details of the in-year application process are available in the In-Year Admissions Application Form available at [Appendix 2](#), or by contacting the academy directly. Academy postal addresses can be found at [Appendix 5](#).

3.4 In the case of **all in-year admissions**, applications that have been made directly to an academy for year groups other than the usual points of entry will be put to the academy's admissions authority panel to determine if places are available, or whether admissions would cause prejudice to the provision of an efficient education.

3.5 Each academy admissions panel will issue a decision on an individual admission within fifteen working days following receipt of an application.

## 4. How Many Pupils Will Be Admitted?

4.1 Each academy has set the number of pupils that will be admitted during the normal admissions round. This number is the Published Admissions Number (PAN). PAN therefore only applies to the usual points of entry in a school:

- Reception (primary school)
- Year 7 (secondary school)
- Year 12 (6th form)

4.2 If the number of applications received for an academy exceeds the PAN, the oversubscription criteria will be used to determine which pupils are allocated a place.

4.3 The PANs for our academies are listed below:

Admission into Reception		PAN
Iceni Academy, Hockwold	(LA-Norfolk)	15
Jubilee Academy	(LA-Walsall)	30
Kingsmoor Academy	(LA-Essex)	30
Beck Row Academy	(LA-Suffolk)	45
Ravens Academy	(LA-Essex)	30
Star Academy, Sandyford	(LA-Stoke on Trent)	30
Sun Academy, Bradwell	(LA-Staffordshire)	30
Great Heath Academy	(LA-Suffolk)	90
North Walsall Primary Academy	(LA-Walsall)	30
Caldmore Primary Academy	(LA-Walsall)	60

Admission into Year 7		PAN
Bristnall Hall Academy	(LA_Sandwell)	220
The Hathaway Academy	(LA-Thurrock)	112
Iceni Academy, Methwold	(LA-Norfolk)	140
Mildenhall College Academy	(LA-Suffolk)	210
Pool Hayes Academy	(LA-Walsall)	200
Sutton Community Academy	(LA-Nottinghamshire)	170
The Dukeries Academy	(LA-Nottinghamshire)	180
The Nicholas Hamond Academy	(LA-Norfolk)	168
Westbourne Academy	(LA-Suffolk)	224
The Queen Elizabeth Academy	(LA-Warwickshire)	120

All Year 11 pupils who meet the entry requirements will be admitted to Year 12. The number of places available in Year 12 for external pupils is listed below.

Admission into Year 12		PAN
Mildenhall College Academy		10
Pool Hayes Academy		10
Sutton Community Academy		10
The Dukeries Academy		10

## 5. Oversubscription Criteria

5.1 If there are more applications for places than there are places available, we will give preference to children according to the following criteria, in this order of priority:

- i. **Looked after children 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 full definition of Looked after children and previously looked after children can be found in [Appendix 2](#).*
- ii. Children whose siblings live at the same address, currently attend the academy and who will still be attending the academy at the point of admission. For the purposes of this policy a sibling is classed as children living permanently at the same address as a

child already attending the academy and either have one or both parents in common, are related by a parent’s marriage or civil relationship, are adopted or fostered by a common parent or are related to children who live at the same address whose parents live as partners.

- iii. **Children of permanent teaching and support** staff of an ATT academy who have been employed at the academy where the application for admission is made for 2 years or more at the time of application, or a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage at the same academy.
- iv. **Children who attend an ATT Primary Academy** at the time of application to join Year 7 in an ATT Secondary Academy. This clause currently applies to these academies:

Local Authority	Secondary Academy	Primary Academies
Suffolk	Mildenhall	Great Heath Beck Row
Walsall	Pool Hayes	Jubilee North Walsall Caldmore
Norfolk	Iceni (Methwold)	Iceni (Hockwold)

- v. In the case of the Queen Elizabeth Academy (Atherstone), **other children by catchment area** and then by distance from the academy. Following consultation with Warwickshire County Council the catchment area is determined as the parishes of Atherstone, Baddesley Ensor, Mancetter, Baxterley, Merevale and Bentley. Priority for admission will be given to children who live nearest to the academy as measured by a straight-line distance from the child’s property address point to the academy’s property address point.

In the case of all other academies, **other children by distance from the academy**, with priority for admission given to children who live nearest to the academy as measured by a straight-line distance) from the child’s property address point to the academy’s property address point.

- vi. In the case of The Queen Elizabeth Academy, other children outside the catchment area by distance from the academy. Priority for admissions will be given to children who live nearest the academy as measured by a straight line distance from the child’s property address point to the academy’s address point.



5.2 There are two situations which override the use of the oversubscription criteria detailed in section 5.1:

- Children who have an EHCP which names a specific school must by law be offered a place at that school (see 11.5).
- In the case of applications to post-16 provision, academic entry requirements may also be considered (see 11.4).

5.3 Information regarding children of Crown servants and UK service personnel - please see [Appendix 3](#)

## 6. Application of Oversubscription Criteria

6.1 The address given on the application form will be used to assess whether another child attending the academy is living at the same address. The child's address will be compared to the addresses held in the academy's records.

6.2 The address given on the application form will be used to assess the straight-line distance between the child's property address point and the academy's property address point.

6.3 Where a child lives with parents that have shared responsibility for the child, the address of the child is the home at which the child mostly wakes up on school days. Where responsibility is shared equally, parents should submit full details (including any documentary evidence) at the time of application.

6.4 When considering applications from children of UK service personnel we will allocate a place in advance of the family arriving in the area (as long as a place is available), provided the application is accompanied by an official letter that declares a relocation date. We will use the address at which the child will live when applying our oversubscription criteria as long as some evidence of the parents intended address is provided. We will use a unit or Quarters address as the child's home address when considering the application against our oversubscription criteria, where a parent requests this.

6.5 We will accept changes to the address up to the point of allocation (CAF submission) deadline.

6.6 If, following the application of the oversubscription criteria, two or more applicants are judged to have equal priority for the final place at an academy, random allocation will be used to determine who receives the place. Where random allocation is used, the names of the applicants will be entered into a hat and a name will be selected from the hat by someone independent of the academy.

6.7 An exception to 6.6 is where the applicants judged to be of equal priority live at the same address. In this case, the academy will admit them all.

## 7. When Do I Find Out Whether My Child Has Been Offered a Place?

- 7.1 If you have applied using the CAF, and your application was submitted by the deadline, you will receive notification from your local authority advising you of the school your child has been allocated. Notifications will be issued on:
- 3 March 2025 for Year 7 and Year 12
  - 16 April 2025 for Reception
- 7.2 For late applications made using the CAF, you will receive a notification from the local authority advising you of the school your child has been allocated on the date specified by the local authority's policy on late applications.
- 7.3 Representatives of the academy or our Trust are unable to comment on any application prior to the above dates.
- 7.4 Once a place has been allocated at the academy, the academy's Principal will contact you to provide further details of the induction process.

## 8. What Happens if I Have Not Been Allocated a Place in Year 7?

- 8.1 If your child has not been allocated a place in Year 7, their name will be added to the waiting list until the end of Year 7. The waiting list will then be cleared, and you will have to make an in-year application for your child to join the next year's waiting list (see 9.2). The *Admissions Code* does not permit waiting lists to roll over from one year into the next.
- 8.2 When additional applications are received, the list will be rewritten using the published criteria for oversubscription. If a place at the academy becomes available children will be admitted from the waiting list (see Section 9). In line with the *School Admissions Code 21 clause 2.15*, each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority cannot be given to children based on the date their application was received, or their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must be given precedence over those on a waiting list.
- 8.3 You also have the right to appeal the decision (see Section 10).

- 8.4 Repeat applications on behalf of the same child, for admission in the same academic year, will not be considered unless the applicant can provide evidence that there has been a significant change in the particular circumstances of that child and/or the academy.

## 9. Waiting Lists

- 9.1 The academy will maintain a waiting list for each year group. This includes our academies with a nursery provision. Children are only added to the waiting list following an unsuccessful formal application to join the academy.
- 9.2 In line with the *Admissions Code*, the waiting list for each year group is cleared at the end of each academic year and parents wishing to apply for future years would need to resubmit an application (see [Section 3, In-Year Admissions](#)).
- 9.3 Children are inserted into the waiting list in order of the oversubscription criteria detailed at [5.1](#). Each new application received will require the waiting list to be re-ranked in accordance with our over subscription criteria. Waiting lists are not prioritised by the date of applications or the date on which a name was placed on the list.
- 9.4 All local authorities must have a Fair Access Protocol, which each academy is required to be part of. This is to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot reasonably be managed through the normal admission process. Children admitted through the protocol may be placed in a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the academy is obliged, as are other schools within the district, to admit a proportion of these children.
- 9.5 Eligibility for the Fair Access Protocol does not limit your right to make an in-year application for your child. Applications will be processed in accordance with our usual in-year admission procedures and children will not be refused a place on the basis that they may be eligible to be placed via the Fair Access Protocol. You will continue to have the right of appeal for any place your child has been refused, even if your child has been offered a school place via the Fair Access Protocol.

In most cases the use of the Fair Access Protocol should be unnecessary for a Previously Looked After Child. We would expect the Local Authority to aim to secure a school place promptly and for the LA to cooperate with this.

## 10 Appeals Against Admissions Decisions

- 10.1 If you wish to appeal against our decision not to admit your child(ren) to one of our academies, you should complete the form at [Appendix 1](#) and submit it to the address specified.
- 10.2 For applications made during the normal admissions round, the deadline for submitting an appeal is **20 school days** after the National Offer Days, which in 2025 are:
- 03 March 2025 for applications to join Year 7 or Year 12
  - 16 April 2025 for applications to join Reception.
- 10.3 Appeals will be heard within 40 days of the deadline for submitting appeals. Any late applications will be heard within this timeframe if possible, or else within 30 days of the appeal being lodged.
- 10.4 Once you have submitted your appeal form, we will acknowledge receipt of the form within five working days. We will then forward the appeal form to our admissions consultant who will organise for an appeal hearing to be heard by an Independent Appeals Panel and conducted in accordance with the School Admission Appeals Code (2022). There may be occasions when this is not possible, and in this case the Local Authority will be contacted to arrange an appeal.
- 10.5 The appeals hearing will take place prior to the end of the academic year for applications submitted during the normal admissions round. For in-year admissions, the hearing will take place within thirty working days of our receipt of the appeal.
- 10.6 You will receive at least ten working days' notice of the appeals hearing date and additional information will be provided at this time.
- 10.7 If you miss the deadline for lodging an appeal, we will try, where possible, to hear your appeal within the same timeframe as if it had been on time. However, if this is not possible, it will be heard at a later date.
- 10.8 There is no right of appeal for admissions to our nursery provision.

## 11. Exceptions and Specific Circumstances

- 11.1 We will arrange for all children of reception age allocated a place at the academy to be admitted in September full-time. You can request that the date your child is admitted to the academy be deferred until later in the academic year or that your child attend the academy part time until they reach compulsory school age. Your child must attend the academy in the final term of the academic year for which the original application was accepted.
- 11.2 **Applications for Year 3** - If your child is due to finish infant school and you would like them to attend a school where Year 3 is not the lowest year group in the academy, you should list

the primary academy on your CAF and the application will be assessed as if you had made an in-year application (see [Section 3](#) for further detail).

- 11.3 Applications for Year 12-** Applications for Year 12 can be made by contacting the academy as laid out in [Appendix 4](#).
- 11.4** Entry to one of our sixth forms is dependent on meeting the academic requirements for your chosen courses, details of which can also be found in [Appendix 4](#). Where there are more applicants than places, students meeting the entry criteria for their chosen course(s) will be admitted as per the oversubscription criteria in section 5.
- 11.5 EHCPs** - All children whose EHCP names the academy will be admitted. These children will be admitted irrespective of the number of pupils in the academy and before the oversubscription criteria are applied.
- 11.6 Applications for Admission Outside a Child's Normal Age Group** It is expected that children will normally be educated within their chronological year group. However, parents or carers can make a request to the academy in writing for a place outside their normal age group. This request should be in writing to the Principal stating why your child should be admitted to another year group and stating which year group.

The request will need to include, where relevant, any supporting evidence such as information about your child's academic, social and emotional development, their medical history and any views of medical professionals, and whether they have been educated outside their normal age group previously.

Decisions will be made as part of the main admissions round, unless the parental request is made too late for this to be possible, in which case a decision will be made within 30 school days of the application and supporting evidence being received.

Decisions will be based on the circumstances of each case and in the best interests of your child, in line with the School Admissions Code. This will take into account the views of the Principal and yourselves and any information provided by you. We will write to you with the outcome including the reasons for the decision. There is no right of appeal against a refusal to offer a place in a preferred age group. The right of appeal only applies against a refusal of a place at the school.

# Appendix 1: Admissions Appeals Form

**To be posted to:** Admissions Appeals, Academy Transformation Trust, Unit 4, Emmanuel Court, Reddicroft, Sutton Coldfield, B73 6AZ, **or e-mailed** to [appeals@academytransformation.co.uk](mailto:appeals@academytransformation.co.uk).

## Admission Appeals

On receiving an admission appeal ATT will commission an independent panel to hear the appeal, who are all both independent of the academy and the Trust. If this is not possible, the local authority will be contacted to arrange an appeal.

<b>ACADEMY APPEAL RELATES TO</b>	
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<b>SECTION 1: CHILD'S DETAILS</b>	
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<b>Surname</b>	
<b>First and middle name(s)</b>	
<b>Male / Female</b>	
<b>Date of birth (DD/MM/YY)</b>	
<b>Current year group</b>	
<b>Current Home Address</b>	

<b>SECTION 2: YOUR DETAILS</b>	
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<b>Title: (Mr, Mrs, Miss, Ms etc.)</b>	
<b>Name</b>	
<b>Relationship to child</b>	
<b>Contact number</b>	
<b>Address if different from child</b>	
<b>Email address</b>	

**SECTION 3: SPECIAL ARRANGEMENTS**

<b>Please give details if you have a disability or special need which would affect your ability to attend the meeting:</b>	
<b>Do you need an interpreter?</b>	<b>Yes          No</b>
<b>If yes, which language?</b>	

**SECTION 4: OVERSUBSCRIPTION CRITERIA**

<b>Has your child an Education, Health and Care Plan?</b>	<b>Yes    No</b>
<b>If yes, is this academy listed on your child's plan?</b>	<b>Yes    No</b>
<b>Is your child a looked after child or previously looked after?</b>	<b>Yes    No</b>
<b>Is your child classed as IAPLAC (Internationally Adopted Previously Looked After Child)?</b>	<b>Yes    No</b>
<b>Is another child registered at the same address in attendance at the academy?</b>	<b>Yes    No</b>
<b>If yes, child's name:</b>	

**SECTION 5: REASON FOR THE APPEAL**

*Please provide as much detail as possible and include any evidence in support of your appeal with this form. Continue overpage if needed.*

## Appendix 2

### In-Year Admissions Form



**Please complete this form and return to your preferred academy to request a school place**

**Please note:** Only people with parental responsibility, or professionals working with the family, such as social workers, should complete this form.

#### SECTION 1 – PERSONAL DETAILS OF CHILD

CHILD'S DETAILS	
Surname	
First name	
Middle name(s)	
Male / Female	
Date of birth (DD/MM/YY)	
Current year group	
Current Home Address	
<i>If you are moving house, please give your new address and date of the move</i>	
Date school place is required	
Current or most recent school and telephone number	
Is your child currently attending?	Yes      No
If no, date last attended	



**SECTION 2 – SPECIFIC CRITERIA**

**Does your child have a EHCP (Educational Health and Care Plan)?** **Yes No**

*N.B. this does not include SEN support. If you answered “yes” please contact the relevant LA admission services (see 2.3) to make a request for an admission/transfer to the school*

**Is your child in the care of a Local Authority or a previously looked after child?** **Yes No**

*Per the School admissions Code (clause 1.7) 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. 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 Act 2002 (see Section 46 adoption orders).*

*Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 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).*

**If so, please give details below.**

Looked After or previously Looked After Child

**Is your child classed as IAPLAC (Internationally Adopted Previously Looked After Child)?** **Yes No**

**If your child is in the care of a Local Authority or is a previously looked after child do they have a Social Worker?** **Yes No**

**If so, please give details below.**

Name of Social Worker and contact details.	Name of Local Authority responsible for your child’s care

**SECTION 3 – ADDITIONAL INFORMATION**

If your child has a sibling\* who is **already** attending the academy which you are applying for, please give details below to clarify family connections.

\* For the definition of **sibling** please see the over subscription criteria in our admissions policy, available on our website.

Sibling (full name)	Date of Birth	Year Group	Date started

Please provide a brief statement giving the reasons why you have taken the decision to change the school of your child in mid-year and why you have requested this academy in particular.

Does anyone else have **joint parental/guardianship responsibility** for this child other than the person completing the application, e.g., mother or father living at the same or a different address to the child?  
**Yes/No**

If yes, please give details below

CHILD'S DETAILS			
Name			
Relationship to child			
Contact number			
Address if different from child			
Are all parties in agreement with this move?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No		

If you would like us to liaise with a family worker or an interpreter, please give their details:

FAMILY WORKER OR INTERPRETER	
Name	
Role/Position/Relationship	
Contact number	

#### APPLICANT'S DETAILS AND DECLARATION

<p>I declare that the information contained in this application is true and I am aware that failure to provide accurate information may result in the child's offer or placement being withdrawn in accordance with paragraphs 2.12 and 2.13 of the Schools Admissions Code and also s 84 of the School Standards &amp; Frameworks Act. I do have parental responsibility for the child I am apply-ing for.</p> <p>By completing and signing this application form, you will be giving your consent for us to share information as appropriate.</p>	
Title: (Mr, Mrs, Miss, Ms etc.)	
Name	
Relationship to child	
Contact number	
Address if different from child	
Email address	
Signature	
Date	

Please ensure the details are correct and it is your child's permanent home address; NOT the address of a business, a relative, a friend, a childminder, a temporary address, or an address to which you hope to move.

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*Data Protection. In accordance with the General Data Protection Regulation (GDPR) and Data Protection Act (2018) we must inform you how we use this information. Academy Transformation Trust uses this information for the purposes of school admissions, in line with our responsibilities under the School Standards and Framework Act (1998).*

## Appendix 3

# Children of UK service personnel and crown servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, ATT as the admission authority will:

1. Allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. As the admission authority ATT will not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
2. Use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or Quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.
3. Not reserve blocks of places for these children
4. Ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.

## Appendix 4

# Minimum Entry Requirements for Sixth Form Courses

The Dukeries Academy - Minimum entry requirements for Year 12		
<p><i>If English and/or Maths GCSE grades are below the required grade, students will automatically be entered into a re-sit GCSE group on arrival into Year 12.</i></p>		
<p><b>Director or Post 16 studies – Mrs Beth Rowlinson</b></p>		<p><b>Academy contact number: 01623 860545</b></p>
<p><b>GCE A Level</b></p>	Biology	2 Grade 6's in trilogy Science or a Grade 6 in Biology and a grade 6 in either Physics or Chemistry
	Chemistry	2 Grade 6's in trilogy Science or a Grade 6 in chemistry and a Grade 6 in either Biology or Physics
	Physics	2 Grade 6's in trilogy Science or a Grade 6 in Physics and a Grade 6 in either Biology or Chemistry
	Art & Design	Art Grade Merit plus 5 9-4 Grades at GCSE (including English and Maths)
	Drama	Grade 5 or above in both GCSE Drama and English and a requirement to take part in school productions and performances
	English Literature	GCSE Grade 7 in English Literature
	Maths	Grade 7 or higher in GCSE Maths
	Geography	GCSE Geography Grade 6 or above and GCSE Maths and English Grade 5 or above
	History	Grade 7 or above in both History and English GCSE
	Media	5 x Level 5 GCSE or above, including English and Maths
	Sociology	GCSE Grade 6 or above in English Literature and Language
	Psychology	Grade 5 in GCSE Science trilogy or a Grade 5 in Biology, Chemistry and Physics. Grade 5 in English or Eng Literature
<p><b>Level 3 National Extended Certificate</b></p>	Applied Science	Grade 5 in GCSE Science trilogy or a Grade 5 in Biology, Chemistry and Physics.
	Business	Level 5 GCSE or above in English or Maths
	Sport	Merit at BTEC Sports Studies. <i>Regular participation in a sports club or after school club will support this qualification and is essential in order to achieve higher grades.</i>

**The Dukeries Academy contd**

**Enrichment Qualifications**

<b>IFS Level 3 Certificate Diploma</b>	Criminology Further Maths	A level 5 in English and Maths Grade 7 or above in GCSE Maths – must be on the Maths GCE course
<b>RSL Level 3 for Music Practitioners</b>		At least a merit level at RSL Level 2 or: Performance: The confidence to perform at events around the school and community. Composing: Experience in Y10 and Y11, good understand of creating chord patterns and writing melodies/song lyrics. Business: A passion for running music events. Learning to understand revenue an flow, Copyright, as well as, looking at marketing in music
<b>Extended Project Qualification (EPQ)</b>		Level 5 in English and Maths
<i>Please see the prospectus for other enrichment course opportunities.</i>		

## Mildenhall College Academy - Minimum entry requirements for Year 12

*If English and/or Maths GCSE grades are below the required grade, students will automatically be entered into a re-sit GCSE group on arrival into Year 12.*

**Contact: Claire Stanton**

**Academy contact number: 01638 714645**

### Minimum entry requirements for Sixth Form:

5 GCSEs including English and Maths at Grade 4 or above (see note above).

***Some subjects require Grade 5 or additional qualifications and are detailed below.***

<p><b>5 GCSEs at Grade 4 and above, including English and Maths</b></p>	<p>Applied Science Art and Design Business Studies Core Maths Criminology DT Product Design Extended Project Qualification Food Science and Nutrition Health and Social Care Media Studies Music Performing Arts Sports Studies</p>
<p><b>5 GCSEs Grade 5 and above, including English and Maths</b></p>	<p>Biology Chemistry Computer Science English Literature French Geography History Physical education Physics Politics Psychology Sociology Spanish</p>
<p><b>5 GCSEs Grade 5 and above, including English and Maths at Grade 6</b></p>	<p>Further Maths Maths</p>

**Pool Hayes Academy - Minimum entry requirements for Year 12**

*If English and/or Maths GCSE grades are below the required grade, students will automatically be entered into a re-sit GCSE group on arrival into Year 12.*

**Head of Sixth Form – Mrs Charlotte Mason- Wait      Academy contact number: 01902 368147**

**Minimum entry requirements for the Sixth Form:**  
*5 GCSEs at a Grade 4 or above, preferably including English and Maths (see note above)*  
**Some subjects require additional qualifications and are detailed below**

<p><b>A Levels</b>                  To study a subject at A Level students must have achieved at least a Grade 5 or above at GCSE in the relevant subject. (Some subjects require additional qualifications and are detailed right)</p>	<p><b>Maths</b> requires a Grade 6 at GCSE, preferably to have been in set 1 and to have completed the higher curriculum  <b>Psychology</b> requires a Grade 5 in English and Biology GCSE  <b>Sociology</b> requires a Grade 6 in English GCSE  <b>All Sciences</b> require a grade 6 in Maths at GCSE</p>
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**A Level subjects** (subject to a minimum number of students for the course to run)

Art	History	Sociology
Biology	Maths	Spanish
Chemistry	Music/Music Technology	Psychology
English	Philosophy & Ethics	
Geography	Physics	

**BTEC courses**

Children’s Care	Learning and Development
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**BTEC subjects**

Applied Science	Health & Social Care	Sport
Business Studies	ICT	
Creative Technology	Performing Arts	



**Sutton Community Academy - Minimum entry requirements for Year 12**

*If English and/or Maths GCSE grades are below the required grade, students will automatically be entered into a re-sit GCSE group on arrival into Year 12.*

**Head of Sixth Form – Angela Finn**

**Academy contact number: 01623 980055**

**Minimum entry requirements for the Sixth Form:**

*5 GCSEs at Grade 4, preferably including English and Maths (see note above).*

***Some subjects require additional qualifications and are detailed below.***

**A Level**

To study a subject at A Level students must have achieved at least a Grade 5 or above at GCSE in the relevant subject. (Some subjects require additional qualifications and are detailed right)

**Maths** requires a Grade 6 at GCSE

**Sociology** requires at least a Grade 6 in GCSE English

**Media Studies** requires at least a Grade 6 in GCSE English

**ALL Science courses (including Psychology)** require a grade 6 in the relevant subject and at least a grade 5 Maths at GCSE

**A Level subjects**

Art and Design  
Biology  
Chemistry  
English Literature

Geography  
History  
Maths  
Media Studies

Photography  
Physics  
Psychology  
Sociology

**BTEC Subjects**

Business Studies  
Health and Social Care

Performing Arts

Sport

## Appendix 5

### In Year Admissions Form Postal Addresses

(Please see 2.3 for LA contact details)

Primary Admissions	In-year Admissions Form Return Address	Local Authority
Iceni Academy, Hockwold	Main Street, Hockwold, Thetford IP26 4LP	Norfolk
Jubilee Academy	Tintern Crescent, Bloxwich, Walsall WS3 2SN	Walsall
Kingsmoor Academy	Ployters Road, Harlow CM18 7PS	Essex
Beck Row Primary Academy	The Street, Beck Row, Bury St Edmunds IP28 8AE	Suffolk
Ravens Academy	Nayland Drive, Clacton-on-Sea CO16 8TZ	Essex
Star Academy, Sandyford	Burnaby Road, Tunstall, Stoke-on-Trent ST6 5PT	Stoke on Trent
Sun Academy	Cauldon Avenue, Bradwell, Newcastle-Under-Lyme ST5 8JN	Staffordshire
Great Heath Academy	Girton Close, Mildenhall, Bury St Edmunds IP28 7PT	Suffolk
North Walsall Primary Academy	Derby Street, Walsall WS2 7BH	Walsall
Caldmore Primary Academy	Carless Street, Walsall WS1 3RH	Walsall
Phoenix Academy (Special)	Odell Road, Leamore, Walsall WS3 2ED	Walsall
Secondary Admissions	In-year Admissions Form Return Address	
Bristnall Hall Academy	Bristnall Hall Lane, Oldbury B68 9PA	Sandwell
Hathaway Academy	Hathaway Road, Grays RM17 5LL	Thurrock
Iceni Academy, Methwold	Stoke Road, Methwold, Thetford IP26 4PE	Norfolk
Mildenhall College Academy	The Hub, Mildenhall, Suffolk, IP28 7JX	Suffolk
Sutton Community Academy	High Pavement, Sutton-in-Ashfield NG17 1EE	Nottinghamshire
The Dukeries Academy	Whinney Lane, New Ollerton, Newark NG22 9TD	Nottinghamshire
The Nicholas Hamond Academy	Brandon Road, Swaffham PE37 7DZ	Norfolk
Westbourne Academy	Marlow Road, Ipswich IP1 5JN	Suffolk
Pool Hayes Academy	Castle Drive, Willenhall WV12 4QZ	Walsall
The Queen Elizabeth Academy	Witherley Road, Atherstone CV9 1LZ	Warwickshire