



Admissions Policy for Admission 2026 / 27 and In Year Admission prior to September 2027

Admission Arrangements for enrolling in Thomas Alleyne's High School and In-Year Transfers for the academic year 2026 / 27

Document History

Version	Version Date	Author	Summary of Changes
V1	March 2026	K Hughes	Consultation complete - Policy reformatted using new template and Trust name change updated. No material changes to policy content.



This policy was approved as follows:

Approver:	I2E - Trust Board	Date:	12 th March 2025
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This policy applies to all School Academy staff, pupils and parents.

Although parents have the right to express a preference for the school that they wish their child to attend, there is no guarantee of a place being offered at Thomas Alleyne's High School.

It is the governing body's policy to try to meet parents' wishes where possible, however, in some cases there may be more applications for a place at Thomas Alleyne's High School than there are places available.

Oversubscription Criteria

If the total number of preferences for admission to the school exceeds the school's Published Admission Number (320), the following order of priority is used to allocate the available places.

1. Children in care and children who ceased to be in care after 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.
2. Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of applicants either on their own medical grounds or by other exceptional circumstances. Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend Thomas Alleyne's High School rather than any other school. Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. It should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend Thomas Alleyne's High School rather than any other school.
Test 2: the child would suffer hardship if they were unable to attend Thomas Alleyne's High School. Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.
3. Children who have an elder sibling in attendance at Thomas Alleyne's High School and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
4. Children living within the catchment area of Thomas Alleyne's High School
5. Children who attend certain schools defined as major contributory schools. (See Additional Notes below.)
6. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Additional Notes

Copies of school catchment area maps are available from the Local Authority and can be checked online at <https://apps2.staffordshire.gov.uk/scc/schooldetails/default.aspx>

In accordance with legislation, children who have an Educational Health Care Plan that names Thomas Alleyne's High School as being the most appropriate to meet the child's needs, must be admitted to the school. This will reduce the number of places available to other applicants.

Children in Care, means children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the school will not seek to obtain this information of behalf of the applicant.

The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Any Staffordshire child not obtaining a place at any of their parents preferred schools will be allocated a place at their catchment area school (if places remain available) or the next nearest school with a space available and advised about the independent appeals process.

Category (5), major contributory schools, can only be used by prior agreement with the Local Admission Forum and are relevant to the following schools:

Major Contributory Schools for Thomas Alleyne's High School

Oldfields Hall Middle Ryecroft CE (C)
Middle Windsor Park CE Middle

Waiting lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. If places become available after the offer date they will be offered according to the child at the top of the waiting list.

Waiting Lists will be kept until the end of the autumn term of admission. No other waiting lists will be maintained.

Inclusion on a school's waiting list does not mean that a place will eventually become available at Thomas Alleyne's High School

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria listed above.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Late Applications

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late applicants will be considered only after those applicants who applied by the published closing date.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

Repeat Applications

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the school has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Admission Outside of the Normal Age Group

Parents may seek to apply for their child's admission to Thomas Alleyne's outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Governing Body who will take into account the circumstances of the case and views of the headteacher. Parents do not have the right to insist that their child is admitted to a particular year group.

Sixth Form Admission Arrangements

Applications for admission to the Sixth Form will be dealt with by the school in accordance with the school's published admission arrangements.

Individual schools will provide detailed information on the admission policy including minimum entry requirements for particular courses on request.

Any applicant refused a place in year 12 is entitled to make an appeal to an independent appeal panel whether the child is already attending the school or is an external candidate.

Minimum entry requirements are the same for internal and external applicants.

Schools must not interview children or their families for entry to Year 12, although meetings can be held to provide advice on options and entry requirements for particular courses. Entry must not be dependent on attendance, behaviour record or perceptions of attitude or motivation.

"In-Year Transfer" Arrangements

Parents or carers seeking to transfer to Thomas Alleyne's High School may make an application using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

In year application forms are available from the County Council website

<https://www.staffordshire.gov.uk/Education/Admissions-primary/In-year/In-year-school-admissions.aspx> to enable them to apply for place outside of the normal admission procedures.

If a place is not available, parents must be informed of the decision to refuse admission, the reasons for that refusal and of their right of appeal to an independent appeals panel in writing within 7 school days of receipt.

Where a child has been refused a place, a copy of the application form and refusal letter should be sent to the School Admissions Team within 5 school days.