



Stratton Upper School admission policy for 2024/2025

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Introductory statement

Stratton Upper School is a part of Meridian Trust (the Academy Trust) and has high expectations of all its students. In return it offers a high-quality education at the heart of its local community. We develop our students into successful, confident, responsible and employable citizens. The school is a cultural hub for its students, their families and the community.

Stratton will become a two tier school from September 2024. This will mean that in September 2024 students will be admitted into Years 7, 8 and 9. From September 2025 Stratton will only admit students into Year 7.

For September 2024 the school will have an agreed admission number of 180 students in Year 7 and 150 Students in Year 8 and 9.

From September 2025 the school will maintain an agreed Admission number of 180 students in Year 7 and will review this on an annual basis in partnership with Central Bedfordshire Council (CBC) and Edward Peake in line with the transition plan, with a view to moving to an admission number of 240 when the demographic demand is evident.

1. Aims

This policy aims to:

Explain **how to apply** for a place at the school

Set out the school's arrangements for allocating places to the pupils who apply

Explain **how to appeal** against a decision not to offer your child a place



2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code \(2021\)](#)
- [School Admission Appeals Code](#)

As an academy the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. How to apply for a place in the Normal Admissions Round

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry (Year 7), using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

All parents/carers who submit an on-time application (i.e. by midnight on 31 October) will receive an offer for a school place directly from their local authority on National Offer Day (1 March or the next working day).

Parents/carers living in Central Bedfordshire Council should visit the [CBC School Admissions website](#)

4. Allocation of places

4.1 Published Admission Number (PAN)

The school has an agreed Published Admission Number (PAN) of 180 children for entry in Year 7.

In September 2024 only the school will have an agreed PAN of 150 children in Year 8 and 9.

Places will first be allocated to children who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

4.2 Oversubscription criteria

When there are more applications for places than there are places available, priority will be given in the following order:

1. Looked after children and all previously looked after children;



2. Children with a sibling continuing at the school at the time of admission of the child;
3. Children who live in the catchment area of and attend either Biggleswade Academy or Potton Middle and Lower Schools;*
4. Children who live outside of the catchment area of and attend either Biggleswade Academy or Potton Middle and Lower School; *
5. Any Other children

*The two criteria listed naming Biggleswade Academy and Potton Middle and Lower School will be removed from September 2026 and are in place to ensure that students in these schools are able to secure a secondary school place at Stratton in September 2024 and September 2025.

4.3 Allocation to PAN

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the school (see Distance Measurements for information on how distances are measured)

The distance the pupil lives from the school is measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the front doors of the school. The Governors will not give priority within each criterion to children who meet other criteria.

4.4 Tie-breaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

Sixth Form Admissions

The School has a total sixth form size of 330.

4.5 Application Process

The school will process applications for the sixth form. The school will make conditional offers based on predicted grades on the first working Monday in April – accounting for Easter Holidays shifting annually, and confirm these on GCSE Exam Results Day (August), once actual GCSE grades are known.

Applications should be submitted via Applica+, via the School Website.

For year 12 places, the closing date for applications is 16th December

The application form for year 12 can be obtained from [How to Apply \(stratton.beds.sch.uk\)](https://stratton.beds.sch.uk)



4.6 Admissions Criteria

The school must admit any students with an education health and care plan naming it.

All other students must meet the following academic entry criteria to be offered a place on a Level 3 / A Level Study Programme:

At the time of publication, the following courses and entry requirements are correct (7.11.22)

Most subjects will have additional entry requirements, and all have a Minimum GCSE Average Points Score (APS), this GCSE APS can be used as a guide when looking at post-16 choices.

Subject	APS	Additional GCSE Entry Requirements
Art	4	Min GCSE Art Grade 4/Grade 5 Desirable
Biology	5.5	Min GCSE Biology Grade 6
Business	4.5	Min GCSE Business Grade 4 if taken- if not Maths Grade 4
Criminology	4.5	Min GCSE <i>Humanities</i> Grade 4
Chemistry	5.5	Min GCSE Chemistry Grade 6
Computer Science	5.5	Min GCSE Comp Sci Grade 6
Economics	4.5	Min GCSE Maths Grade 5
English Lit/Lang	4.5	Min GCSE English Grade 5
Finance	4	Min GCSE Maths Grade 4
Geography	4.5	Min GCSE Geography Grade 4/Grade 5 desirable
Religious Studies	4.5	Min GCSE <i>Humanities</i> Grade 4
Health & Social Care	4	Min GCSE <i>Humanities</i> Grade 4
History	4.5	Min GCSE History Grade 4/Grade 5 desirable
Maths	5.5	Min GCSE Maths Grade 6
Media	4	Min GCSE English Grade 4
Music	4	Min GCSE Music grade 4/Grade 5 desirable
Physics	5.5	Min GCSE Physics Grade 6



Psychology	4.5	Min GCSE Maths Grade 5
Sociology	4.5	Min GCSE <i>Humanities</i> Grade 4
Sport Certificate (1 Option)	4	Min GCSE PE 4 or P Sports Studies
Sport Diploma (2 Options)	4	Min GCSE PE 4 or P Sports Studies
Enrichment Subjects – Need to choose 1		
Core Maths		
Extended Project Qualification		
Further Maths	5.5+	Minimum grade 7 at GCSE
Norwich RDP		

Students not having a grade in their chosen subjects will be offered alternative programmes (if available) for which they have met the required standard.

Any student without at least grade 4s in English and Maths will be required to continue studying those subjects until they achieve at least a grade 4 in each.

4.7 Oversubscription Criteria

Places will first be allocated to those who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

When there are more applications for places than there are places available, priority will be given in the following order:

1. Applicants who are deemed to be either a looked after child or a previously looked after child.
2. All other applicants.

4.8 Tie-breaker

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

5. Definitions



5.1 Looked after children

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

5.2 Previously looked after children

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes 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.

5.3 Children of UK Service Personnel (UK Armed Forces) and Crown Servants:

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the School Admissions team will: a) 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. Admission authorities (i.e. bodies such as the local authority (CBC), academy trusts and governing bodies of schools) must 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. b) 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.'

5.4 Siblings

A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion. For School Admissions purposes, the term sibling includes:

- half-brothers and half-sisters
- step-brothers and step-sisters



- adopted children
- children in foster care
- children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married/in a civil relationship.

Cousins are not regarded as siblings.

5.5 Home Address (child's)

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (31 October).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is;

- owned by the child's parent(s)/carer(s) or
- leased to or rented by the child's parent(s)/carer(s) under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

5.6 Distance Measurements

Distances are measured on a straight-line basis from the address point of the child's home to the address point of the school, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

6. Multiple Birth Groups

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, even if it means exceeding the Published Admission number.



In the case of siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place.

7. Fraudulent or Misleading Applications

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

8. Conflicting Applications

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

9. Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 31 October. Late applicants will not receive an offer of a school place by the local authority on National Offer Day (1 March or the next working day).

Late applications will be processed in the subsequent rounds of allocations between April and July (for more details, refer to the local authority's timescales in their co-ordinated scheme on their website).

10. Requests for admission outside the normal age group



Parents/carers may seek a place for their child out of their normal age group. They must make a formal request in writing (an email is sufficient) directly to the school in the first instance.

The admission authority of the school will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent's/carer's views
- information about the child's academic, social and emotional development
- where relevant, the child's medical history and the views of a medical professional
- whether the child has previously been educated out of their normal age group
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the Head teacher of the school concerned

The admission authority of the school will set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Once the year group has been agreed, an application for that year group can be processed.

11. In-year Admissions

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

If the school's historic published admission number (i.e., the PAN when that year group started Year 7) has not been reached in a child's year group, it still may not be possible to offer a place at the school as admitting additional children would prejudice the provision of efficient education or efficient use of resources.

Parents/carers can ask for their child's name to be added to the waiting lists (see below for more information).

Applications for in-year admissions should be made online to the local authority on [CBC's website](#)

12. Waiting Lists



Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists are held for all year groups by the school and the Local Authority.

Waiting lists will be cleared at the end of each school year. If parents/carers would like their child's name to remain on the waiting list for the next academic year, they should inform the School in writing, by the start of each subsequent year to renew their interest

When a place becomes available it will be allocated to the child at the top of the waiting list. The waiting list is ranked in accordance with the oversubscription admission criteria which can be found in section 4.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest and children being allocated places under the Fair Access Protocol will be given priority. A new application will be required for a new academic year.

13. Appeals

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the school.

For more information and to submit an appeal, parents/carers should visit the School Admissions Appeals pages of the [CBC website](#).

14. Admissions policy review

This policy will be reviewed and approved by the Academy Council annually.

14.1 Consultation

When changes are proposed to the school's admission arrangements, the Academy Council will consult on their admission arrangements (including any supplementary information form) that will apply for admission applications during the following offer year. Where the admission arrangements have not changed from the previous year, there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

14.2 Determination

The admission authority will determine (i.e. formally agree) the admission arrangements for the next offer year by 28 February in the determination year, even if they have not changed from previous years and a consultation has not been required.