



Stratton School Admission Policy 2026/2027

Document Control

Version Number:	1.1
Applicable To:	Stratton School,
Committee:	Academy Council
Approved by Academy Council on:	October 2024
Review Cycle:	Annual
Date of Next Review:	October 2025

This policy is written in accordance with the Meridian Trust, [Statement of Principles](#) for
School Admissions.

Contents

Stratton School admission policy for 2026/2027	1
Document Control	1
Introductory statement	4
1. Aims	4
2. Legislation and statutory requirements	4
3. How to apply for a place in the Normal Admissions Round	5
4. Allocation of places	5
4.1 Published Admission Number (PAN)	5
4.2 Oversubscription criteria	5
4.2.1 Feeder Primary Schools	6
4.3 Allocation to PAN	6
4.4 Tie-breaker	7
5. Definitions	7
5.1 Looked after children	7
5.2 Previously looked after children	7
5.3 Children of UK Service Personnel (UK Armed Forces) and Crown Servants:	7
5.4 Siblings	8
5.5 Home Address (child's)	8
5.6 Distance Measurements	9
6. Multiple Birth Groups	9
7. Fraudulent or Misleading Applications	9
8. Conflicting Applications	9
9. Late Applications	10

10.	Requests for admission outside the normal age group	10
11.	In-year Admissions	11
12.	Waiting Lists	12
13.	Appeals	12
14.	Admissions policy review	13
14.1	Consultation	13
14.2	Determination	13
	Sixth Form Admissions	14
15.1	Application Process	14
15.2	Admissions Criteria	14
15.3	Minimum Entry Requirements	14
15.4	Special Educational Needs (EHCP) post 16	15
15.5	Current Post 16 Offer with specific entry requirements	15
15.6	Late Applications (Post 16)	15

Introductory statement

Stratton 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.

In September 2025 students will be admitted into Year 7 with an agreed Admission number of **180** students. This will be reviewed on an annual basis in partnership with Central Bedfordshire Council (CBC) 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 which is **Central Bedfordshire Council**

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.

Places in our Y7 – Y11 school 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.** Children with an Education Health Care Pan which names Stratton
- 2.** Looked after children and all previously looked after children;
- 3.** Children of all members of staff at the Academy 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

4. Children living in the catchment area who would be in receipt of the Service Premium. (The service premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.)
5. Children with a sibling continuing at the school at the time of admission of the child;
6. Children who live in the catchment area of and attend a feeder school
7. Children who live in the catchment area of a feeder school
8. Children who live outside of the catchment area of and attend a feeder school
9. Any Other children

4.2.1 Feeder Primary Schools

Biggleswade Academy, Caldecote C of E Academy, Dunton CofE Junior School, Gamlingay Village Primary School, Lawnside Academy, Northill C of E Academy, Potton Primary School, St Andrews C of E Primary School East and West sites, Sutton C of E Primary School, Wrestlingworth VC Primary School

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. Priority will not be given 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.

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 coordinated 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. This is termed being operationally full.

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.

Sixth Form Admissions

15.1 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 will be posted on the school website. The application form for year 12 can be obtained from [How to Apply | Stratton School \(https://www.stratton.school/how-to-apply\)](https://www.stratton.school/how-to-apply)

15.2 Admissions Criteria

All applicants must meet the minimum Entry requirements to study a Level 3 suite of qualifications at Stratton School.

The applicant's overall combination of subjects at GCSE/vocational or equivalent qualifications provides a suitable foundation for progression onto their chosen A level programme.

The reference or supporting information provided by the applicant's school or college indicates no significant concern regarding their record of attendance, fitness to study a full-time course, punctuality, general behaviour, attitude to study or aptitude for the proposed course of study

We reserve the right to withdraw an offer of a place if false information is supplied at any time

15.3 Minimum Entry Requirements

Five grade 4-9 qualifications, including a minimum of grade 4 in English and Maths to study all A level/Level 3 courses.

Each subject area has their own entry requirement which is published yearly and must be met. Please refer to the courses document/prospectus for further info.

15.4 Special Educational Needs (EHCP) post 16

If a child or young person has an EHCP and they and their parents wish to name Stratton School in Section F then, in accordance with the SEND Code of Practice 2015, the local authority will engage with the school through the statutory consultation process. Please note, that all students must meet the minimum academic requirements to participate on post-16 courses at Stratton School

15.5 Current Post 16 Offer with specific entry requirements

Please be aware, substantial changes to the Post 16 curriculum options are expected by the DfE. Please check the school website nearer the time for the most accurate, up to date course offer.

An Open Evening will be advertised for all post 16 options in early November 2024. This will be open to all current and external Year 11 students considering Stratton School.

- Students will study Core Maths or undertake the Extended Project Qualification.
- We also have a post 16 Football Academy programme. More information on that will be provided nearer to the time of application as this offer is subject to change.
- 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 (Lit or Lang) and /or Maths will be required to continue studying those subjects until they achieve at least a grade 4 in each.

15.6 Late Applications (Post 16)

Students who apply after the deadline, but before the end of the year will be waitlisted if space is full in the provision.

Late applications are possible, but we will not be able to guarantee available course preferences.

Students who apply after September 5th (in year) will be required to submit a reference from a previous teacher as part of their application process. This reference will be considered along with a formal interview to discuss the nature of a late application.

Late applicants may be offered a 3 week place cooling off period to ensure we are the right provision for the student.