



REDBY ACADEMY ADMISSIONS POLICY 2026/2027 (Proposed)

Redby Academy – Admission Criteria 2026/2027

The Local Governing Body of Redby Academy is the Admissions Authority for this academy.

We intend to admit up to 30 pupils into Reception in September 2026. This arrangement follows consultation between the Trust Board, the Local Governing Body, the Local Authority and all other schools in the area who are their own Admissions Authority.

Reception applications must be made on the Common Application Form (available on the Local Authority website) by the determined closing date and an offer will be made by the Local Authority on behalf of the school on the National Offer date. Applications received after the closing date will only be considered after all those received by the closing date have been considered. Parents should provide supplemental evidence in support of the application where applicable. The Local Authority undertakes the co-ordination of admissions arrangements on behalf of Redby Academy.

Parents (a parent is determined as a person with parental responsibility) have the right to express a preference for a school of their choice. In the first instance all preferences expressed will be considered on an equal weighting basis, but where a child is eligible for more than one place it will be the highest ranked school/academy for which they are eligible that they will be offered and any lower ranked offers will be disregarded.

Children with an Education, Health and Care Plan (EHCP) which names Redby Academy will automatically be admitted.

We will admit applications in accordance with the following criteria in the following order of priority:

- 1. A ‘Looked after’ child who was previously looked after but immediately after being looked after became subject to an adoption, residency/child arrangement or special guardianship order** – a child that is looked-after by a Local Authority in accordance with Section 22(1) of the Children’s Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a child arrangements order, residence order or special guardianship order) and a **‘Looked after’ child who appears 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 child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 2. A sibling link** – an older brother/sister or other child (including adoptive or step sibling) who shares the same parent/carer and lives at the same address, who will still be attending Redby Academy at the time of admission.
- 3. Exceptional medical or psychological reasons** – you must include a medical or psychological report, prepared by a professional, to confirm information which

you include in this section. This report should explain why only this academy can meet your child's medical or psychological needs. Common childhood conditions such as asthma or giving a child's nervousness at starting a new school as a psychological reason for choosing a particular school are unlikely to be accepted as exceptional. If you intend to use this criterion when applying, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of a committee of the Local Governing Body).

4. All other children by distance

Notes

Within each of the above, places will be offered on the basis of distance from the centre of the home to the main entrance of the academy, with priority being given to those living closest to the academy. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

Appeals

Parents who are unsuccessful in securing a place for their child at the academy have a statutory right of appeal. Further details of appeals process are available by writing to the Clerk of the Trust Board at the academy address. Appeals are heard by an independent panel. Any decision of the independent appeals panel will be binding on all parties.

Children who do not receive an offer of a reception place are automatically placed on a waiting list which will be held by the academy indefinitely, in conjunction with the Local Authority. Should a place become available then the admissions criteria will be applied again to every child on the waiting list at the time of the vacancy.

Exceptional Circumstances

The academy may be asked to increase its PAN (Planned Admission Number) only where:

- An event/incident occurs in another educational establishment which could not possibly have been planned for e.g. fire
- To comply with other agreed protocols, e.g. children in care, fair access, SEND
- A child moves into an area outside of the normal admissions round and no other school/academy would provide suitable education within a reasonable distance of their home
- An allocations error has occurred, and a place should have been offered
- Multiple birth siblings would be split and therefore will be offered together
- Children of armed forces personnel.

Waiting Lists

Following allocation of reception places, the LA will retain a waiting list until the end of the first full week of the autumn term as per the primary co-ordinated admissions scheme. Following this, the Academy will retain the waiting list in partnership with the LA Admissions Team.

Waiting lists will be kept in order of the oversubscription criteria above. List placement will not be prioritised on how long a child's name has been on that list and it remains possible that a child's name could move up or down the list when the criteria is applied again against other waiting applicants.

In Year Applications

An application can be made for a place for a child at any time outside of the admission round and the child will be admitted where there are places available. Applications should be made by contacting the academy direct and a school transfer form must be completed. If a parent requests information from a school regarding places in year groups, this will be responded to within 2 days. Parents will be advised of the outcome of their application within 10 days upon receipt of the transfer form. They will also receive the decision in writing within 15 school days.

Where there are places available but more applications than places, the published oversubscription criteria will be applied. If there are no places available, a request can be made that the child is added to the waiting list.

Nursery Class Applications

Nursery applications are available from the academy office. Staff will require evidence of your child's birth certificate at the time of application. Applications can be received any time after the child's second birthday. Places will be allocated using the Trust's admission criteria by order of priority. Additional forms of identity may be required to establish eligibility.

Please note that attendance in the Nursery class does not guarantee admission to Reception year group and a separate application form for admission to Reception year group will have to be made.