

# Admissions Policy 2026 - 2027

<b>Date to be reviewed</b>	September 2026
<b>Policy Status</b>	Statutory
<b>Responsible member</b>	Mrs C Earp

This policy applies to all stakeholders on the Henlow Academy site.

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Henlow Church of England Academy is part of Poppy Hill Church of England Multi-Academy Trust ("the Trust").

The school will admit up to an agreed PAN (Published Admissions Number) of 150 pupils into Year 7.

The Trust, as the admission authority, determines the Academy's admission policy and arrangements and is responsible for taking decisions on applications for admission. The Trust works with the Local Authority in order to ensure admissions are coordinated across the local authority area.

Parents who wish to apply for a place at Henlow Church of England Academy for their child for the academic year September 2026 (Yr 7- Secondary) must complete a Local Authority application form. You can apply online to Central Bedfordshire Council at: <http://www.centralbedfordshire.gov.uk/admissions> . You will also be able to download a paper version of the application form from the website if you prefer.

This should be done no later than the dates set by Central Bedfordshire Council and in accordance with the co-ordinated arrangements. Deadline for applications is 31 October 2025. Parents who do not live in Central Bedfordshire should apply to the Local Authority in which they live. All applications will be considered at the same time and all applicants will be admitted if there are sufficient places available. Should the number of applications for admission exceed 150 the Trust will apply the following criteria (in the rank shown) to decide the order in which places will be allocated.

The following oversubscription criteria apply to all year groups (please also see the definitions later in this policy).

1. 'Looked after' children or children who were previously 'looked after', including children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Pupils with siblings at the Academy
3. Pupils living in the catchment area
4. Children of permanent staff
5. Children on the roll of Meppershall Church of England Academy, Meppershall at the date of application
6. Children on the roll of one of our traditional feeder schools (All Saints Church of England Academy, Clifton; Derwent Primary, Henlow Camp; Langford Village Academy; and Raynsford Church of England Academy, Henlow) at the date of application
7. Equal priority will next be given to:
  - (a) Children, one or more of whose parents / carers have, at the time of application, shown commitment to the Church of England or any other Christian church by having attended a service of public worship at least once a month for the year prior to an application being made \*/\*\*; and
  - (b) Children, one or more of whose parents' membership of another faith for a period of at least one year prior to the application being made, has been verified by their faith leader \*/\*\*
8. Any other children

\* In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

\*\*Applicants in this category will need to ask their priest, minister or relevant faith leader to complete the relevant section of the Local Authority standard application form.

### **Notes**

1. If applying these criteria results in there being more children with an equal right to admission to the Academy than the number of available places, the tie break will be the distance the pupil lives from the Academy, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the Academy receiving the higher priority. The distance will be measured from the address point of the pupil's home to the main entrance of the Academy. In the event of (a) two or more children living at the same address point (eg. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the local authority's Synergy Admissions database to allocate the place.
2. Pupils who have an Educational Health Care Plan (EHCP) are required to be admitted to the Academy which is named on the statement, even if the Academy is full. These children will be admitted before any oversubscription criteria are applied. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the Academy is full.

### **Definitions**

#### **'Looked after' children**

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989) [.]

#### **Previously 'looked after' children**

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, child arrangements, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

#### **Children adopted from state care outside England**

A child is regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

### **Fair Access Protocol**

All Local Authorities must have a Fair Access Protocol which operates to ensure unplaced children, especially the most vulnerable, are offered a suitable in-year school place as quickly as possible. Pupils identified for admission through the Fair Access Protocol will be admitted even if the Academy is full.

### **Sibling**

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster siblings where foster care has been arranged by a local authority or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the Academy at the time of application and be likely to remain in the Academy at the proposed date of admission.

### **Catchment area**

A detailed map of the academy's catchment area can be found at <https://my.centralbedfordshire.gov.uk/mycentralbeds.aspx>

### **Permanent Staff**

Staff who work at the Academy with a permanent contract, employed on either a full or part time basis. The member of staff must have been employed at the Academy for two or more years at the time the application for admission is made; or they must have been recruited for a post where there is a demonstrable skill shortage.

### **Christian church**

For the purposes of this policy, a "Christian church" means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or is a member of Churches Together in England, The Evangelical Alliance or Affinity.

### **Children who live nearest to the Academy**

The address given on the application form must be the child's permanent home address at the closing date for applications.

If a child lives at more than one address because childcare arrangements are shared, the Trust will consider the address for admission purposes to be the one where the child lives for the majority of the time), unless the application is supported by a copy of a Court Order stating that a different address must be used for school admission applications.

If a child lives at two different addresses equally, the application must include a copy of any Court Order which states the address to be used for school admission purposes. Where there is no such Court Order in place, parents should make a single

joint application naming one address. If a joint application is not submitted, a range of evidence will be requested to enable the Trust to determine the principal parental address for school admission purposes.

Please note that applications submitted by separated parents will be subject to the same address verification checks as all other applications.

### **Appeals / Waiting Lists**

Parents of pupils not offered a place at the Academy will have the right of appeal to an independent Admissions Appeal Panel. Any pupil refused a place will be placed on a waiting list, which will be prioritised in accordance with the oversubscription criteria. The waiting list will be re-ranked each time a child's name is added to or removed from the list. The waiting list for the normal year of entry will be maintained until the end of the academic year. Parents are requested to inform the Academy if they wish their child's name to remain on the waiting list. Waiting lists for admission into other year groups will be maintained for the whole of that academic year.

### **In-Year Admissions**

The academy is part of Central Bedfordshire's co-ordinated in-year admission scheme and all applications for admission into other year groups should be made online using the following link

([https://www.centralbedfordshire.gov.uk/info/5/school\\_admissions/508/applying\\_for\\_a\\_school\\_place\\_during\\_the\\_academic\\_year](https://www.centralbedfordshire.gov.uk/info/5/school_admissions/508/applying_for_a_school_place_during_the_academic_year)). Parents who are unable to apply online should contact the CBC admissions team on 0300 300 8037 or the academy's school office for assistance. Please note that parents who wish their application to be considered under category 7(a) or (b) must provide a completed religious affiliation form in support of their application, signed by their priest, minister or faith leader.

### **Admission of children outside their normal age group**

Parents who want their child to transfer to the next phase of school outside of their normal age group must make the request in sufficient time for it to be considered before the application deadline.

Parents/carers need to make their request in writing to the Trust via the Headteacher. The Trust will then consider the request, making their decision on what they determine as in the best interests of the child. The request should include the parent's reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parent deems relevant and whether the child has previously been educated outside their normal age group. Once determined the decision will be communicated by the Trust to the parent(s)/carer(s) in writing and will include the reasons for the decision.

Requests which have been granted must be followed up by a formal application to the Local Authority using the appropriate paper application form within the admission

timetable. The application will be considered within the normal allocation process under the relevant oversubscription criterion.

Applications for education out of year group made other than at the point of transfer to secondary school must also be made in writing to the Trust via the Headteacher.