

Admissions policy: Secondary Phase 2025



**Approved for
consultation by:** GB

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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](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

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. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

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

- a) In the care of a local authority, or
- b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989)

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

- a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
- b) became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
- c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)).

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

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority on National Offer Day (1 March or the next working day).

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Any requests must be put in writing directly to the Principal.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

The admission authority will inform the parent of their decision on the year group the child should be admitted to in writing.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group and as a consequence the child will be admitted to a relevant age group (i.e. Year 7), the LA and admission authority will process an application as part of the normal admission round and on the basis of the oversubscription criteria. They will not be given lower priority on the basis that the child is being admitted out of their normal age group.

Parents 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.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 240 pupils for entry in Year 7.

6.2 Oversubscription criteria

All children whose Education, Health and Care plan (EHCP) names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Looked after and all previously looked after children
2. Children of a member of staff defined in accordance to the School Admissions Code 1.39 Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
 - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for the admission to the school is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Year 6 students already on roll at The Duston Primary School (primary phase) that apply for a place at The Duston School (secondary phase)
4. Priority will next be given to children with siblings at the school at the time of application. Siblings include step siblings, foster siblings, adopted siblings and are living as a family unit with one or both parents. Priority will not be given to children with siblings who are former pupils of the school.

For the sibling link to apply, a brother or sister must live at the same address when the application is made. If siblings live between two addresses, applicants must provide proof to show that the main address is the same for both children.

5. Other pupils

