

Abbot Beyne School

Policy:	Admissions Policy
Person Responsible:	Mrs H Scott / Mrs L Pollitt
Governors' Committee:	Student and Personnel
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Signature:	
Staff Accepted:	

Admissions Policy

Abbot Beyne School believes in fair access to education for all. We fully subscribe to the Staffordshire policies and protocols on admissions – The Staffordshire Admissions Policy can be found on the Staffordshire website.

Planned Admissions Level

The Planned Admissions Level for each Year 7 entry is 150. This level has been decided by the Local Authority for the 2027 entry. This number may be exceeded at the discretion of the Governors, but they are not obliged to accept students in excess of this number unless parents have won their case in a Local Authority Appeal procedure.

Admission Arrangements for Community and Voluntary Controlled Middle and High Schools

Normal Age of Entry: Academic Year 2027-28

Although parents have the right to express a preference for the school that they wish their child to attend, there is no guarantee of a place being offered at their preferred school.

It is the County Council's policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular school than there are places available.

In accordance with legislation, children who have an education, health and care plan (EHCP) that names a particular school as being the most appropriate to meet the child's needs must be admitted to that school. This will reduce the number of places available to other applicants.

Admission to oversubscribed community and voluntary controlled schools is determined by the oversubscription criteria given below.

Oversubscription Criteria

If the total number of preferences for admission to a school exceeds the school's Published Admission Number (PAN), the following order of priority is used to allocate the available places.

1. Children in Care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order), including those 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

2. Children who satisfy both of the following tests:

Test 1: the child is distinguished from the great majority of applicants either on their own medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. It should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the preferred school rather than any other school.

Test 2: the child would suffer hardship if they were unable to attend the preferred school. Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.

3. Children who have an elder sibling in attendance at the preferred school and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)

4. Children living within the catchment area of the preferred school

5. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the Local Authority's Geographical Information System.

Where it is not possible to accommodate all children applying for places within a particular category then the Local Authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to the remaining criteria i.e. criteria 5 and then criteria 6.

If we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Additional Notes

There is no charge or cost related to the admission of a child to a school.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the local authority will not seek to obtain this information on behalf of the applicant.

*Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

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).

Copies of school catchment area maps are available from the local authority.

The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address is determined and provided by the Local Land and Property

Gazetteer (LLPG) and OS Address Point data.

Admissions for the normal age of entry are administered through a coordinated admission scheme and preferences for community, controlled, aided and foundation schools will be processed centrally by the School Admissions and Transport Service. The aim of the scheme is to ensure that each pupil will receive one offer of a place at a school on a prescribed date.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

Home Address

The home address is considered to be the child's along with their parent's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friend's or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. .

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Local Authority immediately. Where there is a proposed house move taking place during the admissions process the Local Authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 29th January 2027. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Any Staffordshire child not obtaining a place at any of their parent's preferred schools will be allocated an alternative school place and advised about the independent appeals process.

Children of Armed Forces Families

The Local Authority will allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date.

For children of armed forces families where an intended home address is provided in support of the application, the Local Authority will use the intended address in respect of applying the oversubscription criteria as long as the family provide some evidence of their intended address. Where an intended address can not be evidenced, will use a Unit or quartering address as the child's home address when considering the application against the oversubscription criteria, where a parent requests this.

Waiting lists for Normal Point of Entry

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Waiting lists will be kept until 31st December 2027 of admission. No other waiting lists will be maintained.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Late Applications

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

For late applications made after the time that is practicable because places have already been allocated, are shortly to be allocated, there will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Repeat Applications

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the local authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Admission Outside of the Normal Age Group

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.
These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Local Authority who will take into account the circumstances of the case and views of the Headteacher of the community or voluntary controlled school concerned. Parents do not have the right to insist that their child is admitted to a particular year group.

In-Year Transfer Arrangements

Parents or carers seeking to be admitted to a community or voluntary controlled school may make an application directly to the preferred school using the appropriate application form which is available from the county council website In-year school admissions: Overview - Staffordshire County Council.. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that in the case of transfers between local schools, any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

Sixth Form Admission Process

Sixth Form Admission Arrangements for Community and Voluntary Controlled Secondary Schools

Applications for admission to the Sixth Form will be dealt with by the school in accordance with the school's published admission arrangements. Individual schools will provide detailed information on the admission policy including minimum entry requirements for particular courses on request.

Children already in the school will not be required to apply formally for places in Year 12 but should have reached the minimum entry qualifications for admission into the Sixth Form, details of which are included in the published admission arrangements.

External applicants will not be refused the opportunity to make an application, or told that they can only be placed on a waiting list rather than make a formal application. In September 2026 33% of students enrolled in the Sixth Form in Year 12 were external applicants.

Any applicant refused a place in Year 12 is entitled to make an appeal to an independent appeal panel whether the child is already attending the school or is an external candidate. Minimum entry requirements are the same for internal and external applicants.

Schools must not interview children or their families for entry to Year 12, although meetings can be held to provide advice on options and entry requirements for particular courses. Entry must not be dependent on attendance, behaviour record or perceptions of attitude or motivation.

Appendix: Sixth Form Admissions Policy (24/6/2026)

1. Introduction

This policy outlines the principles and procedures for admission into the Sixth Form at Abbot Beyne School for both internal and external applicants. Our aim is to provide a clear and fair process that ensures all students have the opportunity to succeed in their chosen courses. Our external applicants are up to 50% of our cohort in our Sixth Form.

2. General Admission Requirements

All applicants are required to meet the following criteria:
A minimum of five GCSEs at grade 4 or above, including English Language and Mathematics.
Specific subject-based entry requirements for each A level or equivalent course, as detailed in the Sixth Form prospectus. These are typically a grade 5 or higher in the relevant subject.

3. Application Process

The application process is the same for both internal and external applicants.
Application Form: All candidates must complete and submit the official Sixth Form application form by the published deadline.
Interview: All applicants will be invited for an informal interview with a member of the Sixth Form leadership team. This interview will be an opportunity to discuss their academic ambitions, subject choices, and suitability for Sixth Form study.
Conditional Offer: Successful applicants will receive a conditional offer based on their predicted GCSE grades. This offer is contingent upon them meeting the specified entry requirements on GCSE results day.
Late applications will be considered but only until 4 weeks after the start of term.

4. Admission to Specific Courses

Admission to specific A level or equivalent courses is subject to meeting the individual course entry requirements.

Subject-Specific Grades: Applicants must achieve the required grade in the relevant GCSE subject. For example, to study A level Biology, a student must typically achieve a grade 6 or higher in GCSE Biology or Combined Science.
Oversubscribed Courses: In the event that a course is oversubscribed, places will be allocated based on a combination of GCSE results, interview performance and the school's capacity to accommodate all applicants.

5. Equal Opportunities

Our Sixth Form is committed to a policy of equal opportunities. We welcome applications from all students, regardless of their background, gender, religion, ethnicity, or any other characteristic. We will make reasonable adjustments for applicants with special educational needs or disabilities to ensure they are not disadvantaged during the admissions process.

6. Appeals Process

If an applicant is not offered a place in the Sixth Form at Abbot Beyne School and wishes to appeal the decision, they must do so in writing to the Head of Sixth Form within five working days of receiving the decision. The appeal will be reviewed by an independent panel, whose decision will be final.