



Admissions Policy Duke's Aldridge Academy 2026-2027

Document Control Table	
Version no:	3
Date of last revision:	February 2025
Approval Required By: (Adoption and full 5 Year Review)	Board of Trustees
Date approved:	February 2025 Board of Trustees
Policy owner:	Chief Operating Officer
Frequency of revision:	1 year
Next review date:	October 2025
Revision approval required by:	Board of Trustees
Policy family:	Education Policies
Policy status:	Final

Applies to (Mark as appropriate)			
Staff	Pupils / Students / Adult Learners	Parents / Carers / Guardians	Contractors
✓	✓	✓	
Volunteers	Students on placement	Trustees / LGC / Members	Visitors
		✓	
Agency Staff	Other	a	a
	✓		

Published Locations				
Trust Website	Academy Website	Aldridge Intranet	Student/Parent planners	On-request
	✓	✓		✓

Consultation (Complete as appropriate in line with master policy document)

With	Reason for Consultation	Final Consultation Date	Version No
Parents, community, local schools, Local Authority	Full consultation of all AE admissions policies	13 December 2023 – 24 January 2024	

Version History (please note below if a policy has been replaced)

Version	Reviewer	Revision Date	Nature of Change	Adopted/ Approved by	Approval Date
VI	TM/MG/MI	February 2023	New layout, updated with dates for 24/25. No change to criteria that would require consultation.	Chair of BOT	February 2023
VI		No revision	Board of Trustees Approval	Board of Trustees Approval	March 2023
VI.1	BG	November 2023	Updates to all AE Admissions policies following feedback and review against Admissions Code and ready for consultation.	Board of Trustees	December 2023
V2	BG	February 2024	Final amendments following consultation	Board of Trustees	February 2024
V2.1	BG	March 2024	Minor administrative changes following feedback from the LA	Board of Trustees (as above)	March 2024
V3	BG	February 2024	Minor administrative changes as part of routine review and update	Board of Trustees	February 2025

Contents

1 Introduction	5
2. Aims	5
3. Legislation and statutory requirements	5
4. Definitions	5
4.1 Looked After and previously Looked After children	5
4.2 Normal round and In-Year Applications.....	5
4.3 Admissions Authority	6
5. How to apply	6
5.1 Year 7 Application Process	6
5.2 Application timetable	6
6. Requests for admission outside the normal age group	6
7. Allocation of places	7
7.1 Admission number.....	7
7.2 Oversubscription criteria.....	7
7.3 Tie break.....	7
7.4 Home Address.....	8
7.5 Challenging behaviour.....	8
7.6 Fair Access Protocol	8
8. In-year admissions	8
9. Waiting List.....	9
10. Appeals.....	9
11. Monitoring arrangements.....	9
12. Further Information and Contact Details	9

1 Introduction

Thank you for your interest in applying for a place at Duke's Aldridge Academy. This policy is designed to provide clear guidance on the admission arrangements for a place at the academy including information on timescales, deadlines and contact details for queries.

It also provides guidance on how applications are administered, the criteria used to prioritise applications (where necessary), waiting lists and the appeals process.

Duke's Aldridge Academy is a non-selective secondary academy, which has a Published Admission Number (PAN) for Year 7 of 210.

2. Aims

This policy aims to:

- Explain how to apply for a place at the academy
- Set out the academy's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

3. Legislation and statutory requirements

This policy is based on the following statutory guidance and underlying legislation:

- School Admissions Code 2021
- School Admissions Appeals Code 2022
- The academy 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. This policy complies with our funding agreement and articles of association.

4. Definitions

4.1 Looked After and previously Looked After children

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

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

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 have been in state care outside of England and have ceased to be in state care due to 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.

4.2 Normal round and In-Year Applications

There are two different routes for applications – 'normal round' and 'in-year round'; each round has a slightly different application process and timescales. Both application routes are detailed separately in this policy.

'Normal round' is relevant to all applications for a place in Year 7 starting at the beginning of the Autumn term in September.

'In-Year round' is relevant to applications for all year groups other than those covered by the definition of 'normal round' above.

4.3 Admissions Authority

Aldridge Education is a Multi-Academy Trust and is the admissions authority for all academies in the Aldridge Education Trust, including Duke's Aldridge Academy, Aldridge Education, in accordance with its funding agreement, is responsible for the admissions policy of each academy and co-ordinates with the relevant Local Authority for the administration of admissions applications. For Duke's Aldridge Academy the relevant Local Authority is Haringey Council.

5. How to apply

5.1 Year 7 Application Process

1st September 2025 – 31 October 2025: Applications can be submitted for September 2026 start.

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 academy is in). Parent/carer(s) resident in Haringey can apply online at www.eadmissions.org.uk or contact your Local Authority to request a hard copy of the form. You can use the admission form to express your preference for a minimum of 3 state-funded schools, in rank order.

The academy publishes information about the arrangements for admission, including oversubscription criteria in February for the following September (e.g. in February 2024 for admission in September 2025)

If more applications are received than places available, they will be ranked according to the over-subscription criteria published in this policy.

You will receive an offer for a place at the academy directly from your local authority.

Applications may still be submitted for a place in September 2025 after 31st October but any applications made from 1st November to 31st August the following year will be considered a "late application". This means that it will normally be considered after all the applications that were submitted on-time are allocated a place.

5.2 Application timetable

For the Academic Year 2026.

September/October: The academy provides opportunities for prospective pupils and their parents/carer(s) to visit the academy.

31st October: National closing date for Secondary applications. Deadline for the Common Application Form to be completed and submitted to the relevant Local Authority. For further information please contact the school directly, contact details are available at the end of this policy.

November – February: The academy and Local Authority coordinate to process all applications. If more applications are received than places available they will be ranked according to the oversubscription criteria published in this policy (see section 7.2).

28 February: Deadline for the academy to publish its appeals timetable on their website.

1st March: Offers made to parent/carer(s) by the Local Authority.

6. Requests for admission outside the normal age group

Parent/carer(s) are entitled to request a place for their child outside of their normal age group.

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group, will be considered. The admissions authority for the school will make the final decision. Parents can apply by contacting Mr C Cameron, Head of Student Pastoral Care & Wellbeing, email: crc@dukesacademy.org.uk

Decisions on requests for admission outside the normal age group will be made based on 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:

- Parent/carer(s) 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 principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. All applications, whether received through the main admissions round or via in year admission will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 7.2. Applications will not be treated as a lower priority if parent/carer(s) have made a request for a child to be admitted outside the normal age group.

Parent/carer(s) will always be informed of the reasons for any decision on the year group a child should be admitted to. Parent/carer(s) do not have a right to appeal if they are offered a place at the academy, but it is not in their preferred age group.

7. Allocation of places

7.1 Admission number

The academy has a Published Admission Number of 210 pupils for entry in Year 7.

7.2 Oversubscription criteria

All children whose education, health and care (EHCP) plans name the academy will be admitted before any other places are allocated.

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

If the academy 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 the order described below, until all places are filled.

1. Looked after children and all previously looked after children who apply for a place at the academy.
2. Children of staff at the academy who have been recruited to a post where there is a demonstrable skill shortage. Priority will be limited to one place for each form of entry in any year group which means 8 places for Duke's Aldridge Academy.
3. Priority will next be given to children who, at the time of admission have a sibling who attends the academy. For this purpose, 'sibling' means a whole, half or step-sibling, foster child, the children of the parent/carer's partner or an adopted child, any of whom must be resident at the same address.
4. Priority will next be given to children of staff at the academy where the member of staff has been employed at the academy for 2 or more years at the time at which the application for admission to the academy is made. Priority will be limited to one place for each form of entry in any year which means 8 places for Duke's Aldridge Academy.
5. Priority will next be given to those children who live closest to the academy. Children whose home address is closest to the preferred school. Distance will be measured in a straight line from the Ordnance Survey address point of the child's home to the Ordnance Survey address point of the school, calculated using a computerised mapping system. See section 7.4 regarding how the home address will be determined.

7.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use the Local Authority's system of random allocation as a tie breaker to decide between applicants (which is carried out automatically by the local authority's computerised system).

In the case of multiple births or siblings in the same year group, where there is only one place available in the academy, all will be considered together as one application. Random allocation will not be applied to multiple birth siblings (twins, triplets etc) from the same family tied for the final place. Duke's Aldridge Academy will admit them all and exceed the PAN in these exceptional circumstances.

7.4 Home Address

Where a child regularly lives at more than one address the Admissions Authority will have to reach a conclusion about which should be counted as the main address when allocating places, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen evidence may be required by providing court documents or other legally binding documentation such a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided the Admissions Authority will determine the address be used for allocating a school place. **Please note:** if agreement is not reached or a legal decision is not made before the closing date, this may affect the chances of your child being allocated a place at the preferred school(s).

7.5 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e., where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that is not the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer and that the Academy already has a high proportion of students with challenging behaviour compared with other schools in this Local Authority's area. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans naming the academy.

7.6 Fair Access Protocol

We participate in Haringey Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

8. In-year admissions

Parent/carer(s) can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHCP plans name the academy will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

Haringey Council holds information on which schools in their area have spaces for each year group. Contact Haringey Council via the link below for further information:

<https://www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions>

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by the pupil at the top of the waiting list, which is ranked in accordance with the oversubscription criteria listed in section 7.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent via the link provided at <https://www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions>

Parent/carer(s) will be notified of the outcome of your in-year application in writing within 15 school days.

Duke's Aldridge Academy will inform Haringey Council of any in year applications received as well as the outcome so that they can track vacancies across the area.

9. Waiting List

Where the Academy has been oversubscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently occur in the Academy. A waiting list will be maintained until the end of the academic year after which it will be cleared. If you wish your child's name to remain on the waiting list for the next academic year, you must contact the school at the start of the new academic year to request that your child's name is placed on the new waiting list.

The waiting list is maintained in the order of the oversubscription criteria only (not application date). This means that names can move down the list if, e.g., a new applicant qualifies in a higher placed category under the oversubscription criteria.

If a place becomes available it will be allocated to the first child on the waiting list, in accordance with the oversubscription criteria. If that offer is declined the place will be offered to the next child on the waiting list.

Parent/carer(s) have the right to request their child is removed from the waiting list at any time. Once removed, the child cannot be reinstated on the waiting list without submitting a new application.

The waiting list process does not apply to children with an EHCP. As soon as the school is named in a child's EHCP, the school must admit that child. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

10. Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal using the online form provided by Haringey Council, website link below.

Full details on the appeals process, timetable and an appeals booklet for parents is available on the website, see links below:

<https://www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/appeals>

The deadline for submitting an appeal is 40 school days from the appeal deadline date for secondary transfer and 30 school days for in-years from the date of appeal.

The decision of the Independent Appeal Panel is binding on all parties.

11. Monitoring arrangements

In accordance with the School Admissions Code 2021, the Board of Trustees is required to determine the admission arrangements for this school annually.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), The Board of Trustees will publicly consult on these changes. If nothing changes, it will publicly consult on the academy's admission arrangements at least once every 7 years.

12. Further Information and Contact Details

For queries regarding this policy, admissions arrangements for the academy and the waiting lists and appeals process, please contact:

Mr Cecil Cameron, Head of Student Pastoral Care & Wellbeing crc@dukesacademy.org.uk / 020 8275 4806

Further information and links to all relevant forms for admissions and appeals are available on the academy website via the link below.

<https://www.dukesacademy.org.uk/about-us/admissions/>

<https://www.haringey.gov.uk/children-and-families/schools-and-education/school-admissions/appeals>

Further information on Haringey Fair Access Protocol –
https://www.haringey.gov.uk/sites/haringeygovuk/files/section_5.pdf

The Department for Education website on school admissions – [School admissions: Choosing schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/school-admissions-choosing-schools)

The Department for Education School Admissions Code 2021 - [School admissions code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/school-admissions-code)

The Department for Education School Admissions Appeals Code 2022 - [School Admission Appeals Code 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/consultations/school-admission-appeals-code-2022)